



DALLAS COUNTY JUVENILE BOARD

Agenda

Monday, January 26, 2015 5:00 p.m.

305th District Court Master / Referee Courtroom, Rm. A332, 3rd Floor
Henry Wade Juvenile Justice Center, 2600 Lone Star Dr., Dallas, TX 75201

FILED

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COUNTY CLERK
DALLAS COUNTY

- I. Call to Order
- II. Approval of Minutes
December 15, 2014
- III. Public Comment (Limited to 3 minutes per individual or organization)*
- IV. Informational Item
Updating/Disclosing Outside Income Information
Open Meetings: Open Government Training Information
- V. Discussion Items-Juvenile Department
 - A. Director's Report
 - B. Quarterly Reports - Facilities
 - C. Juvenile Justice Alternative Education Program (JJAEP) Update
- VI. Action Items - Juvenile Department
 - D. Election of Juvenile Board Chairman
 - E. Election of Juvenile Board Vice-Chairman
 - F. Juvenile Processing Office Modification – Coppell Police Department
 - G. Juvenile Justice Translational Research on Interventions for Adolescents in the Legal System
 - H. Reauthorization of Juvenile Board Purchasing Policy
 - I. 15th Annual Sex Offender Conference
 - J. Juror Fund Recommendation for Fiscal Year 2015 Amendment #1
 - K. Dialectical Behavior Therapy Training - Behavioral Tech, LLC (BTECH) Contract Approval
 - L. Styles of Music Mentoring Program Memorandum of Understanding with Juvenile Justice Alternative Education Program (JJAEP)
- VII. Discussion Items – Academy for Academic Excellence (AAE) Charter School
 - M. AAE Charter School Update
- VIII. Action Items – AAE Charter School
 - N. E-Rate Documentation
 - O. Budget Amendment #3
 - P. Styles of Music Mentoring Program Memorandum Of Understanding with Academy for Academic Excellence
 - Q. Texas Juvenile Justice Department/Navarro College Dual Credit
 - R. Renewal of Annual School Board Liability Insurance
 - S. Annual Financial Audit
- IX. Executive Session - Juvenile Department
For Purposes Permitted by Chapter 551, Open Meetings, Texas Government Code, Section 551.071 through Section 551.076

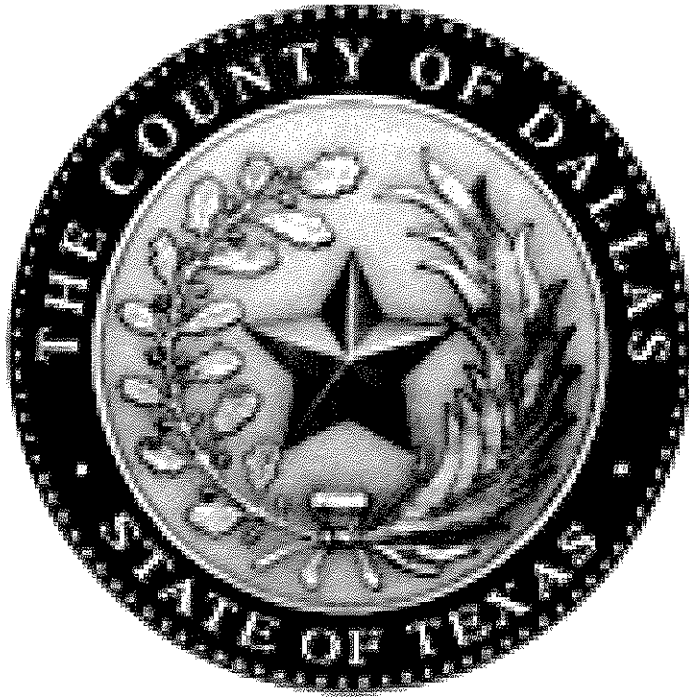
Subjects: Litigation Security Personnel Contacts

Notes:

**Individuals wishing to speak during the public comment period must register with the Director's Coordinator, Ms. Nathella Wilson (214-698-2215) by 4:00 p.m. on the business day prior to the date of the board meeting.*

Agenda items are assigned numerically and alphabetically for ease of reference only, and do not necessarily reflect the order of their consideration by the board.

Judge Cheryl Shannon, 305th District Court
Chairman, Dallas County Juvenile Board



AGENDA ITEM

II.

MINUTES OF MEETING DATE: December 15, 2014

DALLAS COUNTY TIME: 12:00 p.m.

JUVENILE BOARD PLACE: 305th District Court/Referee Courtroom, Room A332 ~ 3rd Floor
Henry Wade Juvenile Justice Center
2600 Lone Star Drive
Dallas, Texas 75212

MEMBERS PRESENT: Judge Cheryl Lee Shannon, Chairman
 Judge Craig Smith
 Judge Paula Miller
 Judge Gracie Lewis
 Judge Andrea Plumlee
 Judge Robert Burns

MEMBERS ABSENT: Judge William Mazur, Vice-Chairman
 Commissioner John Wiley Price
 County Judge Clay Jenkins

Call to Order

The Dallas County Juvenile Board met at the Dallas County Juvenile Department, 305th District Court/Referee Courtroom, Room A332 ~ 3rd Floor. Judge Cheryl Lee Shannon, Chairman, called the Juvenile Board Meeting to order at 12:05 p.m.

II. Approval of Minutes

- A motion was made by Judge Craig Smith and seconded by Judge Paula Miller to approve the November 24, 2014 minutes. The motion was unanimously approved.

Dr. Smith clarified Action Item J: Juvenile Processing Office Modification – Methodist Health System Police Department from last month meeting to the Board. The processing office does have a posted sign which is on the inside and they're ordering another sign to post on the outside.

III. Public Comment (Limited to 3 minutes per individual or organization)

Judge Cheryl Lee Shannon noted there were no persons present for public comment and went on to Discussion Item A.

IV. Discussion Items-Juvenile Department

A. Director's Report

Dr. Smith made mention that Diana Saucedo, Probation Officer in the Victim Services Unit, attended the Seventeenth Annual Tree of Angels Ceremony. Sarah Fisher, Mr. Bill Edwards, and Mr. Richard Crawford volunteered for the National Adoption Day held at the Juvenile Department on November 22, 2014. Dr. Smith highlighted several events throughout the month of November with Bill Glass Day of Champions, Counter Culture and the Thanksgiving Meal of HOPE!

During the Director's Report, Judge Cheryl Lee Shannon noted for the record Judge Gracie Lewis arrived at 12:06 pm.

*To assist referred youth in becoming productive,
law abiding citizens, while promoting public safety and victim restoration.*

Dr. Smith also acknowledged the Education Department for their hard work and how they keep the youth engaged.

V. Action Items - Juvenile Department

B. Texas A&M University Health Science Center (TAMHSC) Baylor College of Dentistry Memorandum of Understanding (MOU) Dental Renewal Contract.

Dr. Smith made mention to the Juvenile Board there was a contract extension until December 31, 2014. Dr. Smith asked the Dallas County Juvenile Board to approve the Interlocal Agreement to provide dental service with Texas A&M University Health Science Center on behalf of the Dallas County Juvenile Department, effective for the period January 1, 2015, through December 31, 2015.

- A motion was made by Judge Andrea Plumlee and seconded by Judge Paula Miller to approve the dental services with Texas A&M University Health Science Center (TAMHSC) Baylor College of Dentistry Memorandum of Understanding (MOU) Dental Renewal Contract. The motion was unanimously approved.

C. Youth Village Policy and Procedures Approval 2014-2015.

Dr. Smith made mention to the Juvenile Board the policy and procedures was so extensive the Board was given the redline version on a CD. Dr. Smith asked the Dallas County Juvenile Board to approve the 2014-2015 Policies and Procedures for the Youth Village. Mrs. Denika Caruthers noted for the record she had reviewed the policy and procedures.

- A motion was made by Judge Paula Miller and seconded by Judge Craig Smith to approve Youth Village Policy and Procedures for 2014-2015. During the discussion, Judge Gracie Lewis asked if there were any changes to the policy and procedures. Dr. Smith explained there were no major changes and some of the revisions were because of policy that Texas Juvenile Justice Department changed. Most of them were in formatting and there were not a lot in terms of actual policy. The motion was unanimously approved.
- A motion was made to adjourn as the Juvenile Board by Judge Robert Burns and seconded by Judge Gracie Lewis. The motion was unanimously approved.
- A motion was made to amend the motion to adjourn as the Dallas County Juvenile Board by Judge Robert Burns and seconded by Judge Gracie Lewis. The motion was unanimously approved.
- A motion was made to recess as the Dallas County Juvenile Board by Judge Robert Burns and seconded by Judge Gracie Lewis. The motion was unanimously approved.
- A motion was made to convene as the Charter School Board by Judge Gracie Lewis and seconded by Judge Paula Miller. The motion as unanimously approved.

VII. Action Items - Charter School

D. Academy for Academic Excellence Charter School Charter Renewal Application.

Dr. Smith made mention this had to be approved before January 7, 2015 and apologized for the delay, however we just received the information toward the end of December 2014. The Academy for Academic Excellence current charter contract expires with the Texas Education Agency on July 31, 2015. She asked the Academy for Academic Excellence School Board to approve authorization to submit a completed Charter Renewal Application-Discretionary to the Texas Education Agency, Charter School Division.

*To assist referred youth in becoming productive,
law abiding citizens, while promoting public safety and victim restoration.*

- A motion was made by Judge Paula Miller and seconded by Judge Gracie Lewis to approve authorization to submit a completed Charter Renewal Application-Discretionary to the Texas Education Agency, Charter School Division. The motion was unanimously approved.

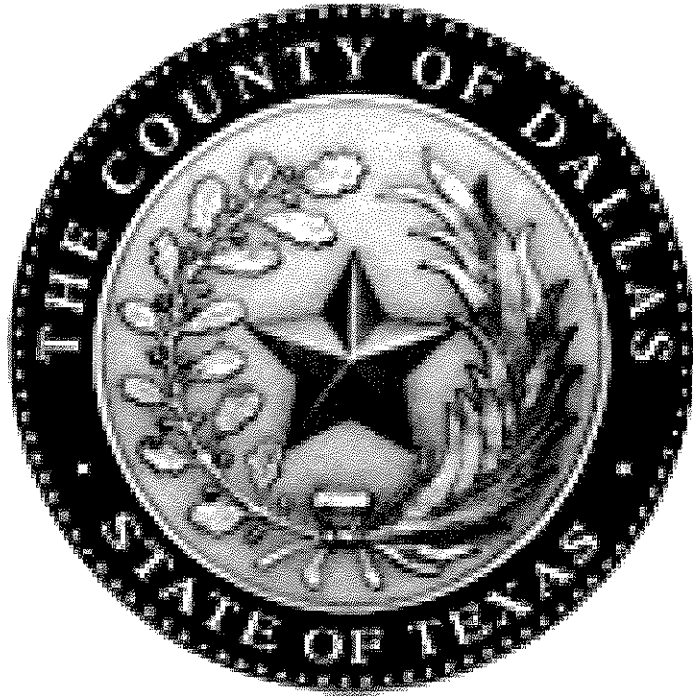
Ms. Denika Caruthers, Assistant District Attorney made note for the record the Charter Renewal Application-Discretionary to the Texas Education Agency, Charter School Division has to be signed in open court. All present parties of the Board signed the document.

While the Board was signing the application, Dr. Smith acknowledged Judge Andrea Plumlee who was absent at the last Juvenile Board meeting for her food drive sponsored by the Family Bar Association Judges and Attorneys. The Juvenile Department received 933 pounds of food for their food pantry and \$800 in gift cards.

Executive Session – Juvenile Department: For Purposes Permitted by Chapter 551, Open Meeting, Texas Government Code, and Section 551.071 through Section 551.076 Subjects:

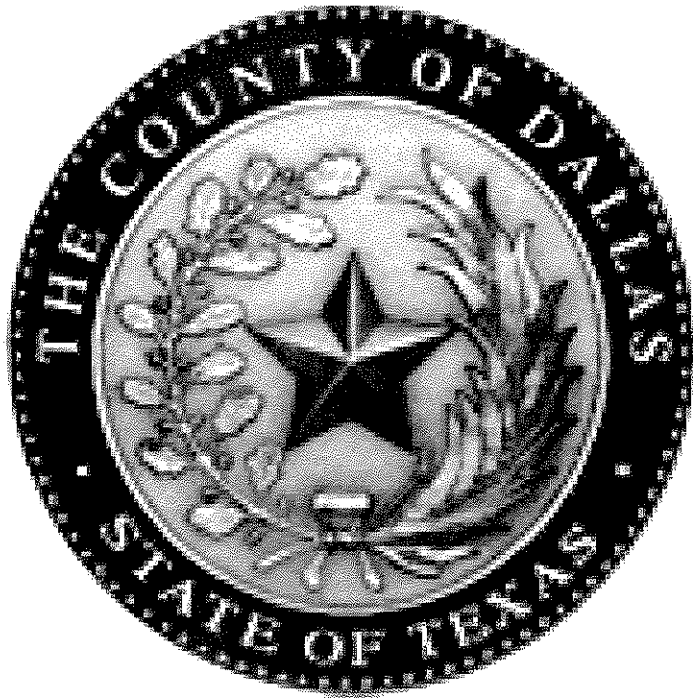
Judge Cheryl Lee Shannon, Chairman, stated the Juvenile Board had no other matters for Executive Session or other matters to be considered. The meeting was adjourned at 12:16 pm as the Charter School Board following a motion by Judge Paula Miller and seconded by Judge Andrea Plumlee. The motion was unanimously approved.

- A motion was made to reconvene as the Dallas County Juvenile Board by Judge Robert Burns and seconded by Judge Gracie Lewis. The motion was unanimously approved.
- Judge Cheryl Lee Shannon, Chairman, stated the Juvenile Board had no other matters to be considered. The meeting was adjourned at 12:17 p.m. following a motion by Judge Paula Miller and seconded by Judge Andrea Plumlee. The motion was unanimously approved.



AGENDA ITEM

III.



AGENDA ITEM

IV.



Dallas County, Texas Disclosure of Outside Income

Introduction:

Pursuant to Dallas County's Transparency Policy, as adopted under Court Order No. 2011-507, the following individuals are required to disclose the existence and source of any income generated outside of working for Dallas County that is received by that individual, their spouse, or any dependent:

- Commissioners Court members and their staff
- County Administrator, Assistant County Administrator, Auditor, and Budget Officer
- Elected officials, department heads, and other County employees who evaluate bids, proposals, and/or qualifications or who recommend the awarding of contracts and bids, the selling or acquisition of property, or the provision of economic development incentives
- Elected officials, department heads, and other employees who manage or who are otherwise responsible for the daily administration, implementation, or monitoring of a contract, bid, incentive, or property transaction

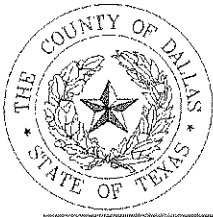
Said disclosure shall be made to the County Administrator by **April 30th** of each year. The amount of outside income received by someone subject to this policy shall not be required to be disclosed on the **Disclosure of Outside Income Form** attached hereto.

Any change in the source of outside income received by the individual, a spouse, or their dependents shall be promptly reported to the County Administrator, but no later than:

- (1) Prior to a meeting of an evaluation committee of which the individual is a member;
- (2) Before any associated item is placed on the Commissioners Court's agenda; or
- (3) Before any consideration of the item by the Commissioners Court, whichever occurs first.

Additionally, an individual who becomes subject to the provision of this policy after **April 30th** of any year must also comply with the reporting deadlines of this policy.

Failure by a non-elected County official, department head or employee to disclose the existence and source of outside income in the manner prescribed herein may result in discipline, up to and including the termination of the individual.



Dallas County, Texas
Disclosure of Outside Income

DISCLOSURE OF OUTSIDE INCOME FORM

<i>Name</i>	
<i>Title/Position</i>	
<i>Department</i>	
<i>Home Address</i>	
<i>Office Telephone Number</i>	

Reason for Filing

- Commissioners Court member
 - Commissioners Court staff
 - Elected Officer
 - County Administrator, Asst. County Administrator, Auditor,
or Budget Officer
 - Department Head
 - Evaluation Committee member
 - Contract Manager/Program Administrator
 - Other (please explain/describe)
-



Dallas County, Texas
Disclosure of Outside Income

Please complete the following table showing all sources and types (**but not amounts**) of income received by you, your spouse, and any dependents **from outside of Dallas County**. Please use the attached example of a completed form to assist you in this task. Please also use additional pages if necessary to reflect all sources.

DISCLOSURE OF OUTSIDE INCOME

Individual Receiving Income	Relationship to You	Source of Income	Type of Income

I certify that the information requested above is not applicable to my situation as there is no outside income received by myself, any spouse, and/or any dependents.

By signing and submitting this document, I certify, under penalty of law and County policy, that I am the person herein named and that the information contained within this Form is complete, truthful, and accurate.

Signature

Date:



Dallas County, Texas
Disclosure of Outside Income

**SAMPLE OF COMPLETED FORM FOR DISCLOSURE OF
OUTSIDE INCOME**

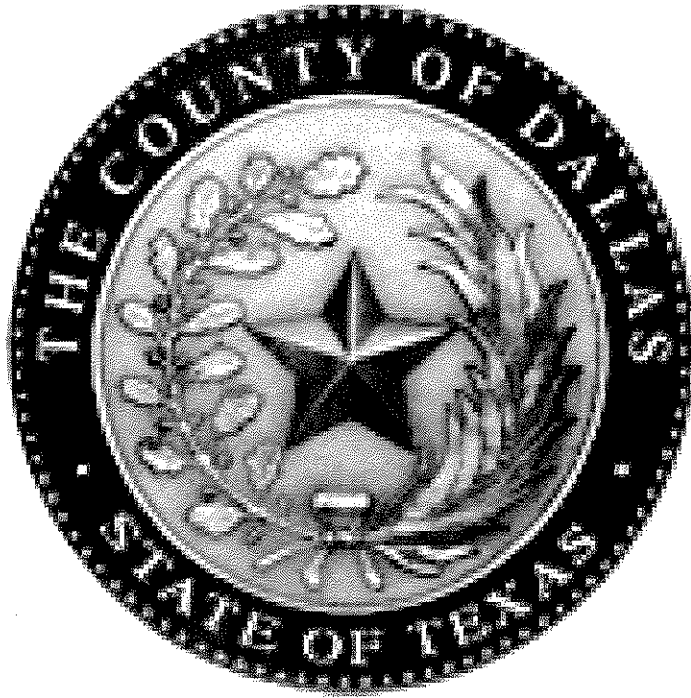
Individual Receiving Income	Relationship to You	Source of Income	Type of Income
John Smith	self	2 nd National Bank	savings account interest
John Smith	self	Go-Far Golf Balls	stock earnings
John Smith	self	Consultants R Us	contract work
Joan Smith	spouse	Acme Rocket Pack, Inc.	salary
Joan Smith	spouse	1111 11 th Street	rental income from property
Johnny Smith	dependent	Hamburger Hut	wages

I certify that the information requested above is not applicable to my situation as there is no outside income received by myself, any spouse, and/or any dependents.

By signing and submitting this document, I certify, under penalty of law and County policy, that I am the person herein named and that the information contained within this Form is complete, truthful, and accurate.

Signature

Date:



AGENDA ITEM

IV.

Open Government Training Information

Effective January 1, 2006, elected and appointed public officials are required by a state law to receive training in Texas open government laws. The Office of the Attorney General offers free video training courses, which were developed in compliance with a mandate from the 79th Texas Legislature that the Attorney General establish the formal training necessary to ensure that all elected and appointed government officials have a good command of both open records and open meetings laws.

This Web site contains links and information designed to assist public officials and public information coordinators in complying with the open government training requirement and Texas open government laws.

Frequently Asked Questions about Open Government Training

Q: Why are public officials required to attend open government training?

A: The Texas Open Meetings Act and the Public Information Act (Govt. Code Chapters 551 and 552) apply to nearly every governmental body in Texas, yet there has not been a consistent way for public officials to receive training on how to comply with these laws. This is significant because a failure to comply with either the Open Meetings Act or Public Information Act may result in civil and criminal penalties for public officials, and can also lead to a general breakdown of confidence in our governing bodies.

The Office of the Attorney General has found that in most cases where a governmental body violates the open government laws, it is the result of public officials simply not knowing what the law requires. Inconsistent and inaccurate legal advice regarding these laws has sometimes added to the confusion.

Attorney General Greg Abbott called on the 79th Texas Legislature to enact legislation to require public officials to obtain open government training in an effort to promote openness and increase compliance with our "Sunshine laws." The Legislature responded by passing Senate Bill 286, which requires public officials to receive training in the requirements of the Open Meetings Act and Public Information Act beginning January 1, 2006.

Q: What does the law require with regard to open government training?

A: The Open Meetings Act (Government Code section 551.005) and the Public Information Act (Government Code section 552.012) impose mandatory open government educational requirements on elected and appointed officials who are subject to the those laws.

Q: How much training is required?

A: The law requires at least two hours of open government training, consisting of a one-hour educational course on the Open Meetings Act and one-hour educational course on the Texas Public Information Act.

Q: What is the deadline for completing open government training?

A: Officials who are in office **before January 1, 2006** have one year until **January 1, 2007** to complete the required training. Officials who are elected or appointed **after January 1, 2006** have **90 days** within which to complete the required training.

Q: Who is required to complete the training?

A: Each elected or appointed official who is a member of a governmental body subject to the Open Meetings Act or the Public Information Act must attend training. Additionally, employees who serve as a governmental body's designated public information coordinator are required to complete the Public Information Act training course.

Q: How often are officials required to complete open government training?

A: Officials and others subject to the training requirements must complete a course of training at least once. There is no requirement for continuing education or "refresher" courses.

Q: Are judicial officials and employees required to obtain open government training?

A: Judicial officials and judicial employees do not need to attend Public Information Act training, but may be responsible for completing Open Meetings Act training.

Judicial officials and employees do not need to obtain training regarding the Public Information Act because public access to information maintained by the court system is governed by Rule 12 of the Judicial Administration Rules of the Texas Supreme Court and by other applicable laws and rules. (see Govt. Code 552.0035). However, if a judge or judicial employee serves as a member of a governmental body subject to the Open Meetings Act, we advise that they should comply with the Open Meetings Act training requirements. If you are unsure if the open government training requirement applies to you, please consult with the Office of the Attorney General or the Office of Court Administration.

Q: What topics are covered by the training?

A: The law outlines the basic topics to be covered by the training.

Open Meetings curriculum requirements:

1. the general background of the legal requirements for open meetings;
2. the applicability of the Open Meetings Act to governmental bodies;
3. procedures and requirements regarding quorums, notice, and record-keeping under the Open Meetings Act;
4. procedures and requirements for holding an open meeting and for holding a closed meeting; and
5. penalties and other consequences for failure to comply with the Open Meetings Act.

Public Information Act curriculum requirements:

1. the general background of the legal requirements for open records and public information;
2. the applicability of the Public Information Act to governmental bodies;
3. procedures and requirements regarding complying with open records requests;
4. the role of the attorney general under the Public Information Act; and
5. penalties and other consequences for failure to comply with the Public Information Act.

Q: Do all public officials have to receive training on the Open Meetings Act?

A: Generally yes. The Open Meetings Act training requirement applies to all elected or appointed officials who routinely participate in meetings subject to that law as part of their regular duties; this includes most officials.

However, the law recognizes that some public officials do not conduct business in meetings subject to the Open Meetings Act. These might include, for example, law enforcement officials, auditors, or county clerks. These types of officials will not be required to complete training in the Open Meetings Act.

If you are unsure if the Open Meetings Act training requirements apply to you, you should consult your county or district attorney, or call the Attorney General's Open Government Hotline at 1-877-OPEN-TEX (1-877-673-6839).

Q: Do all public officials have to receive training on the Public Information Act?

A: Yes, unless: (1) The official's governmental body employs a designated public information coordinator who is responsible for responding to Public Information Act requests on behalf of the governmental body; *and* (2) The designated public information coordinator completes an approved Public Information Act training course. There are no other exceptions.

All officials are strongly encouraged to complete the required Public Information Act training and should be advised that designation of a public information coordinator to complete training on their behalf does not relieve the public official of their duty to comply with the law.

Q: Do officers of entities that are not "governmental bodies" have to comply with the open government training requirements?

A: Only elected and appointed officials who serve with governmental bodies are required to obtain the training. However, if you are an official who serves with another type of entity that is required by law to comply with the Open Meetings Act or the Public Information Act, then you are strongly encouraged to complete the training, but not clearly required to do so by law. You may wish to consult with your organization's legal counsel for advice on the laws that apply to your organization.

Q: How can officials receive the required training?

A: The Office of the Attorney General provides **free training** for all public officials through both **online and video courses**. Training may also be obtained from any entity that offers a training course that has been reviewed and approved by the Office of the Attorney General. This would encompass courses by various interest groups, professional organizations, and continuing education providers.

Q: How can I obtain the Attorney General's Free Video Training?

A: The attorney general's free training videos are available for viewing on this website (see links below).

- Open Meetings Act Training Video (*running time: approx. 1 hour*)
- Public Information Act Training Video (*running time: approx. 1 hour*)

Q: How do I obtain a course completion certificate once I have finished the Attorney General's free video training course?

A: You can obtain your course completion certificate(s) online, and **entering the identification code** that was provided at the end of your training video. If you are unable to complete your certificate online, please call the Attorney General's Public Information and Assistance line at 1(800) 252-8011 to have a completion certificate mailed to you. Please be prepared to give the call agent the proper identification code.

This certificate is to be maintained by the member's governmental body and made available for public inspection upon request.

Q: Can public officials who have already attended open government training in the past opt-out of the training requirements of Government Code 551.005 and 552.012?

A: No. There are no "grand-father" provisions for public officials who may have attended open government training in the past. Only training approved by the attorney general under the provisions of the law will comply with the requirements of Government Code 551.005 and 552.012.

Q: How will public officials demonstrate that they have complied with the open government training requirements?

A: The entity providing the training is required to give the participant a certificate of course completion. The public official or public information coordinator is then required to keep the certificate on file with their governmental body and make it available for public inspection upon request.

Q: What is the penalty for failure to receive training?

A: The law imposes no specific penalty on officials who fail to attend open government training. The purpose of the law is not to punish public officials, but to foster open government by making open government education a recognized obligation of public service.

Despite this lack of a penalty provision, officials should be cautioned that a deliberate failure to comply with the training requirements could result in an increased risk of criminal prosecution should they ever be accused of violating the Open Meetings Act or the Public Information Act.

Q: Will open government training count toward compliance with other continuing education requirements for public officials?

A: Yes. To avoid imposing duplicate training requirements on public officials, the attorney general is required to harmonize the Open Meetings and Public Information Act training required by the Open Meetings Act and the Public Information Act with any other statutory training requirements that may be imposed on public officials, such as those required of county commissioners under Local Govt. Code Section 81.0025.

Q: Can I become certified by the attorney general as an open government trainer?

A: No. The attorney general is not authorized to certify individuals, companies, or organizations to provide open government training. Rather, the law allows the attorney general the option to review and approve **course materials** used by others for the purpose of determining whether they are accurate and otherwise in compliance with the Open Meetings Act and the Public Information Act. In this way, the law places an emphasis on the quality of information provided to public officials, rather than the credentials of the trainer.

Q: How can I apply to the attorney general for approval of open government training course materials?

A: Applicants seeking approval of an open government training course must complete an online application and submit copies of their training course materials to the Office of the Attorney General in order to receive consideration. The online application is available [here](#).

Course approval is not required for entities that will rely on completion of the attorney general's video training course to satisfy the training requirements of the Open Meetings Act and the Public Information Act.

Q: Can governmental bodies conduct their own open government training?

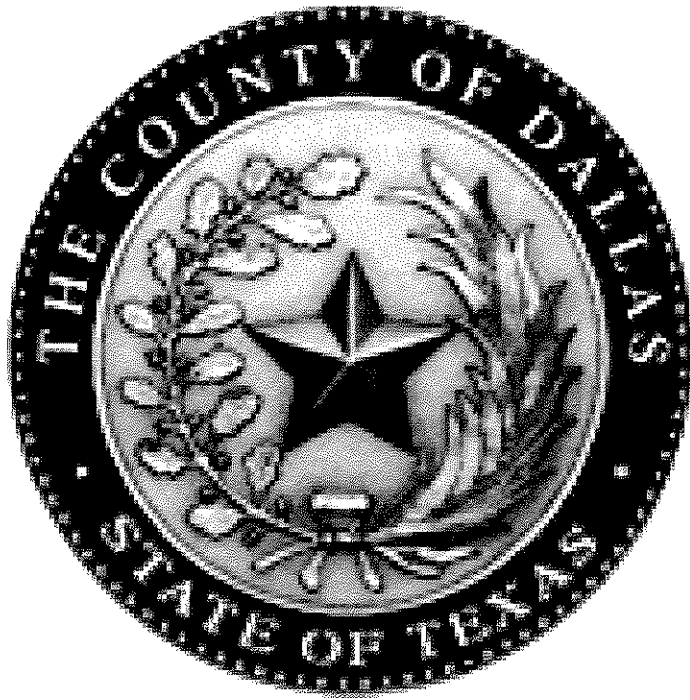
A: Yes. Governmental entities may conduct their own internal training on the Open Meetings Act and the Public Information Act by either making the attorney general's free video training course available for their officials, or by obtaining attorney general approval of their own course materials to ensure that they are accurate, up-to-date, and meet the requirements of the Open Meetings Act and the Public Information Act.

Q: Will other types of entities be allowed to offer training courses?

A: Yes. Officials may obtain the required training from any person or entity that offers a training course utilizing course materials that have been properly reviewed and approved by the Office of the Attorney General.

Q: Do I need approval from the Office of the Attorney General to use the AG's Open Government training videos?

A: No. The attorney general's open government training videos are freely available for use. You are permitted to use this video as part of any training course on Open Government and you are free to make as many copies of the video as you may need.



DISCUSSION

ITEM

A.

DIRECTOR'S REPORT
January 2015

The Department recognized outstanding divisional and departmental employees for the month of December 2014, for the following staff:

DCJD Employee of the Month: Debra Clifton (Special Needs).

DCJD Unit of the Month – Youth Village.

The Department also recognizes outstanding departmental employees of the year of 2014, for the following staff: Nicole Brown, Intake Screening Supervisor of the year, Pete Chavez, Training Specialist of the year, Hollie Fikes, Psychiatric Liaison of the year, Prederick Jernigan, JSO Supervisor of the year and Allen Scott, RDT/START Math Teacher of the year. The Probation Services Division Field District 5 Probation Officer Patricia Mitchell was the recipient of the 2014 Dallas County Juvenile Departments Director's award and the 2014 Dallas County employee of the Year Award. She was recognized by the Dallas County Commissioners Court on December 15, 2014. Ms. Mitchell was selected from a pool of 76 Dallas County employees of the month. Her selection is a true testament to Ms. Mitchell's dedication and commitment to serving youth and families and is greatly appreciated.

PROBATION SERVICES

Pre-Adjudication Services:

Thanks to the Youth Services Advisory Board's Christmas gift giving event, the Drug Court, Intake Screening and Placement Services Units were able to distribute gifts and food to our youth and families during the Holiday season. Mrs. Olivia Tucker was selected as the new Senior Secretary in the Contract Services Unit. She began her new role on January 5, 2015. Prior to joining the Department, Mrs. Tucker held the position of Court Coordinator for the 304th District Judge, and has an extensive history as a Law Assistant. Ms. Hope Bolanos has been selected as the new Victim Services Officer. She began her new role on January 12, 2015. Ms. Bolanos has 8 years of experience with the Department as a Field Probation Officer. Prior to joining the Department, Ms. Bolanos was a counselor at a battered women's shelter in San Marcos. Ms. Stephanie Green has been selected to fill the position of DA Liaison Assistant. Ms. Green began her career with the Department in April

of 1999 and has served the Department as a Secretary in a Field Probation Unit and Certification Specialist in the Training Unit. Congratulations to Mrs. Tucker, Ms. Bolanos and Ms. Green on their new roles with the Department.

Post-Adjudication Field Services:

Nine Probation Field Special Needs Unit and the Diversion Male Court participated in the Youth Services Advisory Board (YSAB) Christmas gift giving event. Thanks to the generous grant awarded by YSAB, Probation Officers were able to purchase and distribute over 600 gifts to 307 youth and families and gave 92 food baskets to needy families. This is the second year of this event and the reactions from the probation officers and the families were heart-felt and proved to be a very worthwhile event.

Community Service Restitution (CSR) Update:

Throughout the month of December 2014, 277 youth completed a total of 603 Court Ordered CSR hours at various approved CSR sites in Dallas County. Community Service Restitution events were held at the Feral Friends, Kwanzaafest and Garland Pawsibilities, resulting in the completion of one hundred and fifty-one (151) CSR hours by thirty-nine (39) youth.

FIELD SERVICES – CY 2014

	DEC.	YTD
Probation Caseload	1453	1468 *
New Probationers	140	1728
Review Hearings	163	2102
Delinquent Conduct	21	235
Technical Violations	21	341
Pre-Adjudicated	624	-
PAIS	116	-
Total Caseload	2193	-

* Average

PSYCHOLOGICAL SERVICES AND SUBSTANCE ABUSE DIVISION

Psychology staff referred **92** youth for psychiatric services during the month of December. A total of **144** psychiatric consultations were performed with **112** of those being follow-up consultations. Of the **32** initial psychiatric consultations that were performed: **13** resulted in no medication being prescribed; **5** had already been prescribed psychotropic medications and continued those; **0** youth were already prescribed psychotropic medication and their medication was discontinued; and **14** were started on medication.

INSTITUTIONAL SERVICES DIVISION***DETENTION CENTER*****MONTHLY REPORT December 2014****Program News & Updates:**

On Saturday, December 20, 2014 61 ladies of the Alpha Kappa Alpha Sorority, also known as the AKA's arrived bearing gifts that included games, arts and crafts, books, snacks, drinks and cap and glove sets for the residents. They spent more than an hour with the residents playing games and showering them with words of encouragement.

The week of Christmas, volunteers spent hours sorting and bagging gifts and snacks for the residents and decorating the gym with a Christmas tree and tables with 14 different Christmas scenes for the secret breakfast that would take place on Christmas morning.

On Christmas morning, 100 amazing people (volunteers, families/friends, and Juvenile and County Clerk staff) arrived at the Detention Center between 6:00-6:30AM to ensure the day would be "A Christmas to Remember" for more than 270 residents in Detention, Hill Center, RDT and START. Commissioner John Wiley Price welcomed our volunteers and introduced our special guest, Pastor Rickie Rush of IBOC (Inspiring Body of Christ Church) who shared his story and began the morning with prayer for all.

Our theme, "Jingle Bell Christmas Breakfast!" was a hit with the residents who were greeted with smell of breakfast, applause and gifts as they were seated. Breakfast (eggs, cheese eggs, bacon, sausage, hash browns, biscuits with gravy, pancakes and apple and orange juice) was sponsored by juviGAP Ministries and catered by our friends at Furr's Cafeteria and music by DeeJay Kingdom Biz of Counter Culture. The resident gift bags included the latest book by Pastor Rush *The Pendulum: Come Out Swinging Through the Difficult Times*. During the opening of gifts and breakfast, Pastor Rush autographed books for the youth. This was definitely a Christmas to Remember!

Volunteer Programs and Residents Activity:

Total Volunteer's/Hours for December 2014: Volunteers: **186** Intern: 0 Hours: **709**

Dallas County HHS tested/counseled **17** residents; **0** positive for Syphilis and **0** positive for HIV

Volunteer Programs: Other Programs: Lend-an-Ear

Life/Social Skill Programs: COPES(Council on Prevention/Education: Substances – Alcohol/Drug Education; New Friends New Life – Mending the Soul;; Traffick911 – TRAPS (Traps of a Trafficker); Succeeding @ Work – Teens @ Work; and Family Place – Be Project

Spiritual Enrichment/Ministry Bible Study: Covenant Church, A-Team, Gospel Lighthouse, Children's Home Bible Club, Oak Cliff Bible Fellowship, New Birth Baptist Church, Praise Chapel, New Hope Prison Ministry, Living Hope Outreach, New Comfort COGIC, I Am Second and Faith-4-Life

Life & Social Skills/Spiritual Enrichment Combo: The Potter's House – Boy's to Men with Character and GenNext Life Series; MTO Leadership Development (Ministry through Originality); ALERT Ministries – Girls

Circle; ALERT Ministries – Life Changers

Chaplain's Report: Counsel/Prayer 0 residents

December Special Programs/Events:

Movie Night: Movies and refreshments made possible by Robert Cahill, One Way Films

*Christmas with AKA's

*Jingle Bell Christmas Breakfast

*Friday Night Socials – made possible by Covenant Church Ministry

*Residents attending Socials: Honors Girls, Honors Males and RDT Girls

DENTENTION	Oct	Nov	Dec	Total
Admissions	286	240	246	3133
Releases	306	226	255	3141
ADP	175	165	170	168
ALOS (days)	32.1	18.1	19.6	19.7
Detention Hearings	497	389	478	6380
TYC/Placement Trips	15	11	15	156
Local trips	105	67	72	909
Youth transported	67	70	44	864
START				
Admissions	9	16	11	133
Releases	12	5	12	124
Successful	11	5	10	113
Unsuccessful	1	0	2	11
Administrative	0	0	0	0
ADP	28	33	37	31
ALOS	91.4	94.2	92.6	91.8

MARZELLE C. HILL TRANSITION CENTER
MONTHLY REPORT December 2014

	Oct.	Nov.	Dec.	YTD
Admissions	37	33	28	493
ADP	39	35	30	40
ALOS	27.6	30.9	30.0	28.61
Releases	42	31	35	508
Total Youth Served	76	67	63	536

Program Updates: The Hill Center conducted in house programming for the month. Groups were conducted by community partners Rainbow Days, and Traffic 911. Level 4 residents participated in a field trip to the Dallas Aquarium, with assistant superintendent, Mr. Seymore. Level 4 residents received new orange shirts that all level 4's wear daily. The residents participated in the Christmas decorating contest, and they received pizza for their efforts and creativity. All residents received Christmas gifts and participated in Christmas Breakfast

sponsored by Furr's Cafeteria. Mrs. Shavana Lopez, community partner with Presbyterian Children's Homes and Services, donated jeans, t-shirts, socks, and underwear to the male residents.

Program and Residents Activities: Regularly scheduled monthly programming.

Incidents: There were 16 Incident Reports written at the Hill Center during the month of December.

Medical Services: There were no medical issues during the month of December.

Resident Injury: There were no reportable injuries for the month of December.

Grievances from residents: There were three grievances filed during the month of December.

Volunteer Services: 6 groups including 16 individuals provided a total of 35 hours of service.

**MEDLOCK CENTER
MONTHLY REPORT December 2014**

Medlock Center

New Initiatives:

Medlock youth participated in various activities during the month of December. December 1st through December 5th youth participated in the STAAR testing. December 14th Lake Pointe Baptist Church provided Christmas breakfast. December 20th Youth Village Resources of Dallas provided the Christmas dinner. Six residents who had successfully completed the Food Handler's class assisted the chefs with the preparation and serving of the meal. Youth Village Resources of Dallas paid each of the boys for their work. Resident D.S. wrote a letter to President Obama expressing his concerns about the rising cost of college tuition and the impact it has on lower class citizens. He was pleasingly surprised and proud when he actually received a reply from The White House. Christmas visitation was very well attended by parents and guardians. All residents received Christmas games, snacks, and other clothing items for Christmas.

Activities:

Residents continued to participate in programs provided by Full Gospel Holy Temple; Lake Pointe Baptist Church; Potter's House; Pleasant Valley Baptist Church; Life Quest Essentials, Chaplain Roy Teague and Adopt-A-Dorm. Residents also participated in a "Dorm Door Decorating Contest." Residents in dorms 1 and 2 won first and second place.

MEDLOCK CENTER				
	Sept.	Oct.	Nov.	YTD
Total				
Admissions	7	5	9	96
Released	4	3	6	87
Successful	3	3	6	82
Unsuccessful	1	0	0	5
Administrative	0	0	0	0
ALOS	237.7	270.7	192.7	191.0
ADP	62	52	54	44
Total Youth Served	50	56	62	143
MEDLOCK STARS				
	Sept.	Oct.	Nov.	YTD
Admissions	3	2	3	29
Releases	2	1	4	25
Successful	1	1	2	20
Unsuccessful	1	0	1	4
Administrative	0	0	1	1
ALOS (days)	422.0	299.0	240.0	302.6
ADP	21	23	23	19
Total Youth Served	22	24	26	47

Medical Services/ Transports:

Eight (8) residents were transported to Parkland Memorial hospital for routine medical care. Two (2) residents were transported to Parkland for emergency care. Eighteen (18) residents were transported to Jerome McNeil Detention for routine dental exams. One (1) resident was transported to JDC for psychiatric services.

Volunteer/ Intern Hours:

There were twenty eight (28) group volunteers who were on campus for a total of fifty one (51) hours for the month of December.

TJJD Reports:

There were no incidents reported to TJJD during the month of December.

**YOUTH VILLAGE
MONTHLY REPORT December 2014**

The Family Place Non-Violence, PREP, Family Training, Nutrition Program, Career Management and Welding Programs continue to thrive. On December 4, 2014, our annual Holiday Celebration was held in the Youth Village Gymnasium. Residents were allowed to invite their parents and/or guardians. Some of the youth invited three ladies from the Bill Glass Champions for Life program who also attended the celebration. Five Christmas food boxes filled with dry goods, canned goods, beverages, and a turkey were provided to Youth Village families. All dorms participated in the annual dorm decorating contest.

Youth Village	Oct	Nov	Dec	YTD
Admitted	6	2	5	99
ADP	46	44	40	53
Total Youth Served	54	47	45	153
Releases	10	7	5	113
Successful	9	7	4	90
Unsuccessful	1	0	1	17
Administrative Rel.	0	0	0	6
ALOS	203.1	208.1	166.8	202.2

These decorations were also utilized to decorate the gym during the Holiday Celebration. Dorm A won the decorating contest. The Superintendent and assigned Probation Officer treated them to a pizza party.

Seven residents who had previously successfully completed the Culinary Arts/Food Management program were selected to assist with the food preparation for the Holiday Celebration. These residents received a stipend provided by the Youth Village Resources of Dallas. On Christmas morning all residents were excited to receive a large bag of Christmas gifts made possible with donations from the Youth Services Advisory Board and First United Methodist Church of Coppell Women's Group. They also received extra chips and sweets. Visitation was well attended on Christmas morning.

Off Campus

Eight (8) residents attended the Café Momentum D magazine dinner and fund raiser event and were paid for their services.

Volunteer /Intern Hours

Nine (9) individual volunteers provided two hundred fifty nine (259) hours of service. Two (2) chaplains provided twelve (12) hours of service. Total volunteer hours for the month of December are two hundred seventy one (271) hours.

Medical Services

Four residents were transported to dental appointments at JDC, fifteen (15) were treated on the HOMES Med van, and ten (10) received mental health services. Three residents were transported to Parkland Hospital for scheduled medical appointments.

Religious Programs

Freedom Fighters Ministry, Full Gospel Holy Temple, Mt. Zion Baptist Church, Countryside Bible Shady Grove Baptist Church, One King Church of Worship, Victory Outreach, Dallas Church of Christ, Catholic Diocese of Dallas, Bill Glass Champions for Life.

Account of Reportable Injuries

There were no reportable injuries during month of December.

Escape/Furlough

There were no runaways and/or youth that failed to return from their home visits during the month of December.

Letot Capital Board Initiatives:

Letot Foundation continues to conduct tours and raise funds for enrichment activities for the new Residential Treatment Center.

Community Initiatives:

Non-Residential Services received 76 paper referrals to be addressed through the Letot Crisis Intervention Program, Deferred Prosecution and ESTEEM Court.

The ESTEEM Court continues at Letot Center with Judge Shannon presiding. There are currently three youth and families attending ESTEEM Court in the month of December. One youth began services in the month of December. One youth completed the program in December. Two youth were referred during the month of December. Aim Truancy, Functional Family Therapy and Clinical have been providing services. The girls participated in an outing to see the Nutcracker. The annual ESTEEM Court party was held for the girls and their families on December 17, 2014.

LETOT CENTER				
Residential	Oct	Nov	Dec	YTD
Admissions	28	17	27	328
Releases	24	22	29	324
ADP	27	29	22	23
ALOS	24.9	36.0	27.5	25.5
Total Youth Served	55	46	51	346
Intake/Orientation				
Admissions	92	85	87	963
Releases	93	85	87	961
ADP	1	2	1	1
ALOS	0.4	0.4	0.4	0.4
Total Youth Served	94	86	89	963

Residential Services:

Why Try Topics: (1) Climbing Out– helps residents identify a problem area and the what support they have to change the problem; (2) Jumping Hurdles – realizing they will always have problems and develop a plan to overcome them; (3) Desire, Time & Effort – learning to focus on positive things that do not hurt themselves or others; (4) Lift the Weight – builds self-respect and opportunity by learning what is expected of them and the positive side to following the law and rules.

Medical Services:

Residential: Health Screens – 29, Call Backs – 0, Doctor's visits - 29
 Recommendations are made for medical and/or clinical follow-up.

Volunteer Services:

Faith Based Volunteers: worship and religious study - 5 volunteers, 5.5 hours; Life Skills Volunteers: visiting and teaching - 19 volunteers, 27.5 hours; Special Events: 0 volunteers, 0 hours.

Clinical Services:

In the Residential Unit, Clinical Services held three Process groups with the boys (9 residents) and six Process groups with the girls (21 residents), processing issues pertaining to why they are here and what steps they can take to keep from going further into the system. Residential rounds consisted of clinical team making one to two rounds daily to speak with the youth and JSO's. The daily rounds allow the Clinical team to staff the resident's cases, provide consultation, and conduct crisis screens as needed (34 rounds). Held therapy sessions with 43 clients: 69 individual and 43 family sessions.

2014 YTD Detentions

	Felonies										Class A & B Misdemeanors										Alleged CMS Behavior										Other Detentions									
	Total Felony										Total Misdemeanor										Status Only										Total CINS					Total Other				
	Homicide	Sexual Assault	Robbery	Assaultive	Other Violent	Burglary	Theft	Other Property	Drug Offenses	Weapons Offenses	Other Felony	Sexual Assault	Robbery	Assaultive	Other Violent	Burglary	Theft	Other Property	Drug Offenses	Other Misd.	Contempt of Magistrate	Runaway	Property (Was Theft)	Disorderly Conduct	Drugs	Liquor Laws	Sex Offenses	Other CINS	Contract Detention	Crisis Intervention	Other Administrative	Total Other								
Male	5	99	159	170	1	301	130	38	47	39	42	103	87%	28	292	155	98	207	273	21	0	10	0	0	0	0	0	3	32	0	14	46	77%	2584	80%					
Female	0	2	18	69	1	18	21	3	12	5	3	152	13%	0	185	77	8	17	46	25	0	24	0	0	0	0	0	5	9	0	5	14	23%	655	20%					
												1183																				60				3239				
Amer. Indian/Alaskan	0	0	0	0	1	0	0	0	0	0	0	1	0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0	0%					
Asian	0	0	0	3	0	2	0	0	1	0	0	6	1%	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	10	0%					
Black	3	48	108	133	2	133	88	18	3	26	19	581	49%	15	251	153	48	76	179	14	0	12	0	0	0	0	5	17	22	0	8	30	50%	1610	50%					
Hispanic	2	40	64	83	0	153	52	20	45	14	21	494	42%	11	172	57	48	129	116	31	0	18	0	0	0	0	3	21	17	0	8	25	42%	1319	41%					
White	0	13	5	20	0	30	11	3	10	4	5	101	9%	2	54	18	10	19	24	1	0	4	0	0	0	0	0	0	2	0	3	5	8%	284	9%					
												1183																				60				3239				
10 Years Old	0	0	0	6	0	2	1	1	0	1	0	11	1%	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0	0%					
11 Years Old	0	5	2	10	0	3	2	0	0	1	0	23	2%	0	9	5	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	39	1%					
12 Years Old	0	12	4	17	0	11	4	2	0	2	2	54	5%	0	37	3	1	8	5	1	0	1	0	0	0	0	0	1	2%	0	0	0	0%	110	3%					
13 Years Old	0	14	20	25	0	34	14	3	1	5	1	117	10%	0	61	14	14	12	31	1	0	7	0	0	0	0	0	7	37%	2	0	2	4	7%	274	8%				
14 Years Old	0	25	33	45	0	45	20	9	7	8	6	198	17%	3	115	45	13	42	56	7	0	9	0	0	0	0	0	9	21%	5	0	1	6	10%	541	17%				
15 Years Old	1	17	45	72	0	120	54	12	19	9	18	367	31%	12	136	62	36	66	104	18	0	10	0	0	0	0	2	12	29%	7	0	4	11	18%	954	29%				
16 Years Old	3	20	67	59	2	93	51	12	24	16	18	365	31%	13	113	94	33	90	119	11	0	6	0	0	0	0	0	8	19%	17	0	8	25	42%	1050	32%				
17+ Years Old	1	8	6	5	0	11	5	2	8	2	0	48	4%	0	3	9	5	3	8	0	0	1	0	0	0	0	4	3	2%	10	0	4	14	23%	237	8%				
												1183																				60				3239				

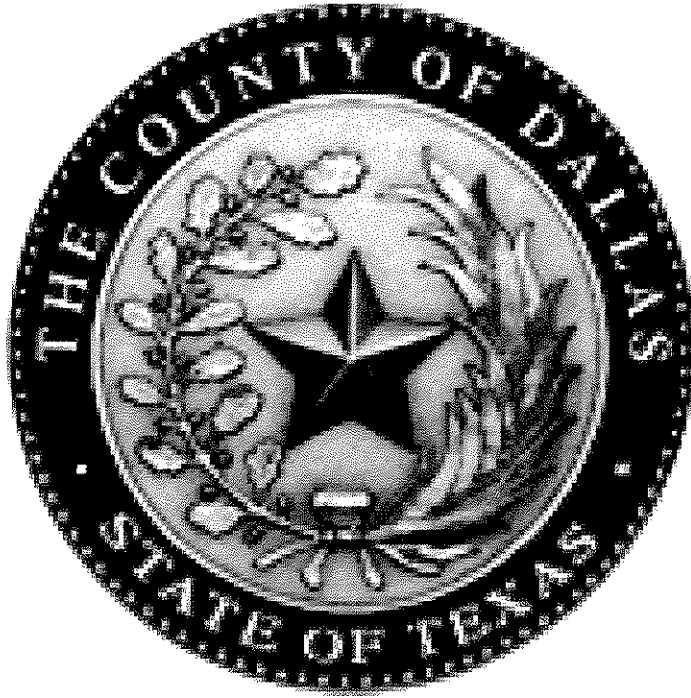
Total Detentions 3239

Diversion Initiatives - 2014 Outcomes

	Drug Court			Family Violence Intervention Program			Front End Diversionary Initiative			Mental Health Court		
	Successful	Un-successful	Admin.	Successful	Un-successful	Admin.	Successful	Un-successful	Admin.	Successful	Un-successful	Admin.
Male	58	14	3	8	2	5	30	1	1	10	1	0
Female							27	1	0	10	3	0
Amer. Indian/Alaskan	0	0	0	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0	0	0	0
Black	35	8	3	1	1	1	26	1	1	8	4	0
Hispanic	23	6	0	6	1	4	22	1	0	8	0	0
White	0	0	0	1	0	0	9	0	0	4	0	0
10 Years Old	2	0	0	0	0	0	0	0	0	0	0	0
11 Years Old	4	0	0	0	0	0	2	0	0	1	0	0
12 Years Old	9	2	0	0	0	0	2	0	0	1	0	0
13 Years Old	15	3	0	1	0	1	6	0	0	2	0	0
14 Years Old	8	3	1	2	0	2	10	1	0	2	0	0
15 Years Old	7	3	0	1	2	0	17	1	0	9	2	0
16 Years Old	11	1	2	4	0	2	17	0	0	5	0	0
17+ Years Old	2	2	0	0	0	0	3	0	1	0	0	0
Total	57	14	3	57	2	1	57	2	1	57	9	0

PSYCHIATRIC CONSULTS COMPLETED - 2014													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	YTD
1. Total Consultations	168	131	135	185	180	159	179	180	182	142	142	144	1927
A. Initial Consultations	45	35	50	50	40	50	38	38	41	42	46	32	507
B. Follow-Up Consultations	123	96	85	135	140	109	141	145	141	100	96	112	1423
2. Total Number of Youth Receiving Consultations	127	118	123	163	151	146	148	165	169	92	134	92	1628

INITIAL CONSULTATIONS - PSYCHIATRIC MEDICATION RESULTS - 2014													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
1. No Medication Prescribed	18	19	26	18	15	27	13	18	16	22	22	13	227
2. Medication Discontinued	3	0	0	2	2	3	5	0	2	3	1	0	21
3. Continued on Medication	12	10	3	14	17	9	14	12	5	11	4	5	116
4. Started on Medication	12	6	21	16	6	11	6	9	18	6	19	14	144



DISCUSSION

ITEM

B.

RDT 4th Quarter Report 2014

The RDT Program is certified and has the capacity to house 60 youth. 4th quarter statistics for the facility are as follows:

Incident Description (Performance Measures)	Oct	Nov	Dec	Quarter Total
Physical Restraints	4	8	2	14
Mechanical Restraints	1	1	0	2
Escape - Serious Incident	0	0	0	0
Attempted Escape - Serious Incident	0	0	0	0
Suicide Gesture - Serious Incident	0	0	0	0
Reportable Injury - Serious Incident	1	0	0	1
Youth on Youth Physical Assault - Serious Incident	0	0	2	2
Attempted Suicide - Serious Incident	0	0	0	0
Staff Injuries	1	0	1	2
Youth on Youth Sexual Conduct	0	0	0	0

Account of Staff Injuries:

October 2014:

1. 10/11/2014 JSO Tierah Hall felt radiating pain on her right shoulder due to conducting a physical restraint on resident A.S.
2. 12/12/2014 JSO Tierah Hall hurt right shoulder restraining resident D. T.

Account of Reportable Injuries:

1. 10/21/2014 During P.E. class resident A.G. was trying to catch the basketball off the rim and hurt his finger in the process. Resident A.G. was seen by Dr. Batson. Resident was recommended to go to the hospital for x-rays.

START

4th Quarter Report 2014

The START is certified and has the capacity to house 40 youth. 4th quarter statistics for the facility are as follows:

Incident Description (Performance Measures)	Oct	Nov	Dec	Quarter Total
Physical Restraints	9	5	14	28
Mechanical Restraints	0	0	2	2
Escape - Serious Incident	0	0	0	0
Attempted Escape - Serious Incident	0	0	0	0
Suicide Gesture - Serious Incident	0	0	0	0
Reportable Injury - Serious Incident	0	0	0	0
Youth on Youth Physical Assault - Serious Incident	1	0	0	1
Attempted Suicide - Serious Incident	0	0	0	0
Staff Injuries	2	1	1	4
Youth on Youth Sexual Conduct	0	0	0	0

Account of Staff Injuries:

October 2014:

1. 10/19/2014- JSO Natalie Sears felt pain in her left leg due to a physical restraint done on resident A. G.
2. 10/26/2014- JSO Simon Thomas was trying to stop a fight and he got a cut and was bleeding from his chin. Also, an injury in the back of his head.

November 2014

1. 11/03/2014- JSO Charles Roland was conducting a physical restraint and due to the restraint he busted his lip.

December 2014

1. 12/18/2014- JSO Dan Warrington was trying to stop a fight and he received a hit on the right side of the face next to his right eye.

Dallas County Youth Village 4th Quarter Report 2014

The Dallas County Youth Village is a General Residential Operations to house 72 youth and certified by TJJJ. 4th quarter statistics for the facility are as follows:

Incident Description (Performance Measures)	Oct	Nov	Dec	Quarter Total
Physical Restraints	3	2	1	6
Mechanical Restraints	0	0	0	0
Runaway - Serious Incident	0	0	0	0
Attempted Escape - Serious Incident	0	0	0	0
Suicide gesture - Serious Incident	0	0	0	0
Reportable Injury - Serious Incident	0	0	0	0
Youth on Youth Physical Assault - Serious Incident	0	0	0	0
Youth on Youth Sexual Assault - Serious Incident	0	0	0	0
Attempted Suicide - Serious Incident	0	0	0	0
Staff Injuries Requiring Medical Treatment	0	0	0	0

Account of Reportable Injuries: There were no reportable injuries during this quarter.

Runaway: There were no runaways during this quarter.

Staff Injuries: There were no staff injuries during this quarter.

Suicide Gesture: There were no serious incidents during this quarter.

Lyle B. Medlock 4th Quarter Report 2014

Lyle B. Medlock Treatment Facility is certified and has the capacity to house 96 youth. 4th quarter statistics for the facility are as follows:

Incident Description (Performance Measures)	Oct	Nov	Dec	Quarter Total
Physical Restraints	11	14	11	36
Mechanical Restraints	2	0	4	6
Escape - Serious Incident	0	0	0	0
Attempted Escape - Serious Incident	0	0	0	0
Suicide Gesture - Serious Incident	0	0	1	1
Reportable Injury - Serious Incident	0	0	1	1
Youth on Youth Physical Assault - Serious Incident	0	0	0	0
Attempted Suicide - Serious Incident	0	0	0	0
Staff Injuries	1	1	1	3
Youth on Youth Sexual Conduct	0	0	0	0

Account of Reportable Injuries:

October, July, 2014: None

November, 2014: None

December, 2014: Resident A. Blanco complained of an injured knee as a result of a physical restraint. He was transported to Parkland Hospital and was administered oral medication for a headache.

Letot Center

4th Quarter Report 2014

The Letot Center is registered by TDFPS and has the capacity to house 40 (Orientation and Residential programs). 4th quarter statistics for the facility are as follows:

Incident Description (Performance Measures)	Oct	Nov	Dec	Quarter Total
Physical Restraints	3	4	0	7
Mechanical Restraints	0	0	0	0
Escape - Serious Incident	0	1	0	1
Attempted Escape - Serious Incident	0	0	0	0
Attempted Suicide - Serious Incident	0	0	0	0
Reportable Injury - Serious Incident	0	0	0	0
Youth on Youth Physical Assault - Serious Incident	2	1	0	3
Youth Sexual Conduct - Serious Incident	0	1	0	1
Resident Injuries Requiring Medical Treatment	0	0	0	0
Staff Injuries Requiring Medical Treatment	0	0	0	0

Account of Reportable Injuries:

Oct 2014:

N/A

Nov 2014:

N/A

Dec 2014:

N/A

Marzelle C. Hill Transition Center 4th Quarter Report 2014

The Marzelle C. Hill Transition Center is certified and has the capacity to house 48 youth. 4th quarter statistics for the facility are as follows:

Incident Description (Performance Measures)	Oct	Nov	Dec	Quarter Total
Physical Restraints	15	11	2	28
Mechanical Restraints	3	0	3	3
Escape - Serious Incident	0	0	0	0
Attempted Escape - Serious Incident	0	0	0	0
Suicide Gesture - Serious Incident	0	0	0	0
Reportable Injury - Serious Incident	0	0	0	0
Youth on Youth Physical Assault - Serious Incident	1	0	0	1
Attempted Suicide - Serious Incident	0	0	0	0
Staff Injuries	2	1	0	3
Youth on Youth Sexual Conduct	0	0	1	1

Account of Reportable Injuries:

Oct. 2014:

Nov. 2014:

Dec. 2014:

Dr. Jerome McNeil Jr. Detention Center

4th Quarter Report 2014

The Dr. Jerome McNeil, Jr. Detention Center is certified and has the capacity to house 322 youth. 4th quarter statistics for the facility are as follows:

Incident Description (Performance Measures)	Oct	Nov	Dec	Quarter Total
Physical Restraints	21	33	18	72
Mechanical Restraints	11	8	3	22
Escape - Serious Incident	0	0	0	0
Attempted Escape - Serious Incident	0	0	0	0
Suicide Gesture - Serious Incident	0	1	0	1
Reportable Injury - Serious Incident	3	4	2	9
Youth on Youth Physical Assault - Serious Incident	6	1	4	11
Attempted Suicide - Serious Incident	0	1	0	1
Staff Injuries	2	4	5	11
Youth on Youth Sexual Conduct	0	0	0	0

Account of Reportable Injuries:

October 2014:

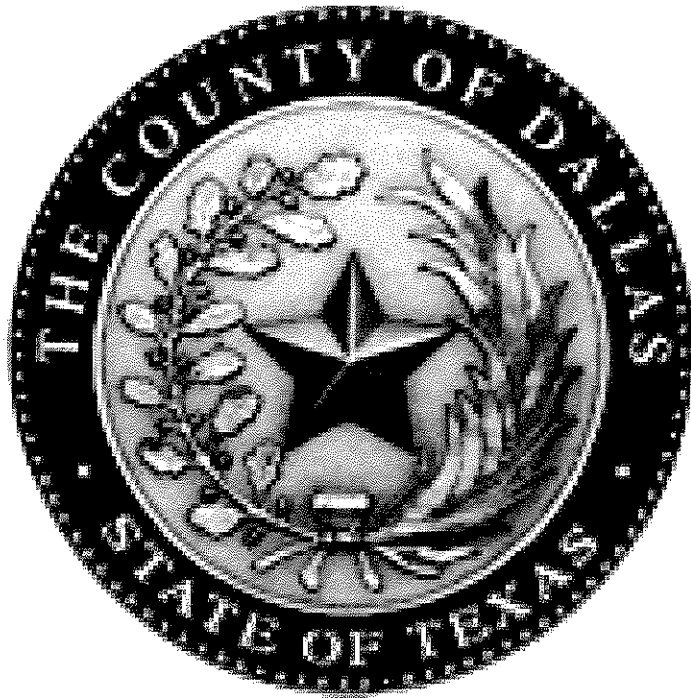
1. 10/2014: Resident J.D. was transported to Parkland Hospital due to a laceration to the chin.
2. 10/2014: Resident K.J. was transported to Children's Hospital due to dislocation of right shoulder.
3. 10/2014: Resident C.F. was transported to Parkland Hospital due to cut on nose.

November 2014:

1. 11/2/2014: Resident A.F. was transported to the hospital due to nose bleeding.
2. 11/7/2014 Resident E.C. was transported to Parkland Hospital due to falling out of his chair.
3. 11/14/2014 Resident D. N. was transported to the hospital due to falling on the floor shaking.
4. 11/14/2014 Resident R.G. was transported to the hospital due to an injury to right wrist.

December 2014:

1. 12/5/14 Resident E. C. was transported to Parkland Hospital due an injury to the right elbow.
2. 12/17/14- Resident E.G. was transported to Children's Medical due to resident coughing/spitting up blood.



DISCUSSION

ITEM

C.



Dallas County Juvenile Justice Alternative Education Program
December MONTHLY REPORT

QUOTE OF THE MONTH

"Life isn't about finding yourself. Life is about creating yourself." George Bernard Shaw

GENERAL INFORMATION

State Accountability Testing--STAAR/EOC

Latest Campus Enrollment

Total Enrollment-90

SPED - Total Students - 22

ESL - Total Students - 11

INSTRUCTION AT A GLANCE

The month of December, students were engaged in state accountability testing and district-wide six weeks and semester exams.

To celebrate the holidays, teachers had students complete individual/group projects and assignments to reflect the importance of the various holidays. Each student put in a tremendous effort in working on his or her individual or group assignment. As a group, they were able to show their "Christmas" spirit.

Educational staff ended the month/semester with a celebration event. The special events committee did a fabulous job of creating a phenomenal affair that was designed to acknowledge and uplift staff. Various staff members were honored for outstanding achievement: Terra Cummings, Alvin Johnson and Jennifer Paige were the stand-out employees for the JJAEP.

Up Coming

Winter Break

MLK Holiday

Sheterric Malone, Assistant Principal

"Stepping It Up: Building Pathways to Success"

VISION

The Academy for Academic Excellence and the JJAEP will become a highly effective academic school district by creating and maintaining a well-articulated curriculum, providing a safe and orderly environment, and most importantly, investing in the growth and development of its students by investing in the faculty and staff

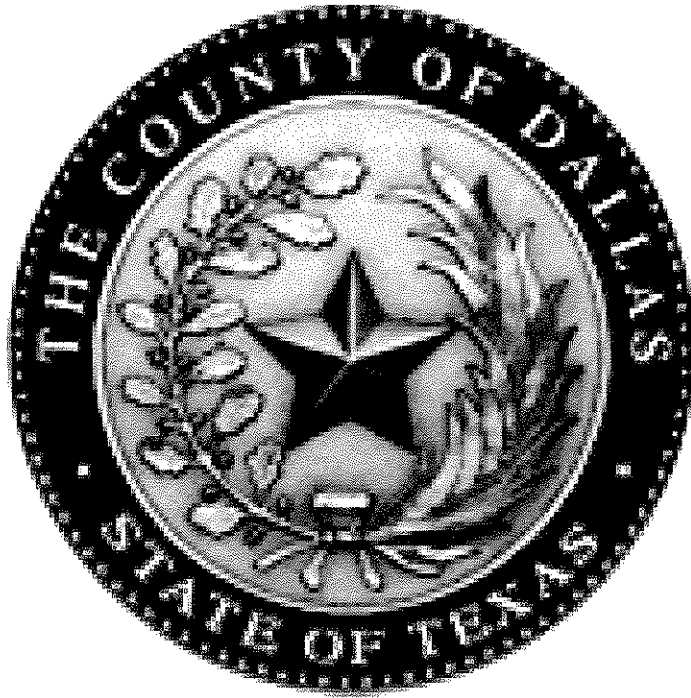
DALLAS COUNTY JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM

ACTIVE ENROLLMENT								
Student Enrollment as of :	12/19/2014	Total Enrollment:	91					
Students on Probation/Spv.:	35		38.46%					
OFFENSE STATUS								
Disc.:	40	43.96%	Mand.:	51	56.04%	Plmt.:	0	0.00%
DEMOGRAPHICS								
Category			Category					
GENDER			DISTRICT	Number	Percent			
Male		Female	CFB-904	4	4.40%			
74	81.32%	17	18.68%	CHISD-904	4	4.40%		
GRADE	Number	Percent	Coppell-992	1	1.10%			
3	0	0.00%	Desoto-906	1	1.10%			
4	0	0.00%	DISD-905	15	16.48%			
5	0	0.00%	Duncanville-907	10	10.99%			
6	3	3.30%	Garland-909	2	2.20%			
7	7	7.69%	GPISD-910	13	14.29%			
8	13	14.29%	HPISD-911	0	0.00%			
9	38	41.76%	IRVING-912	18	19.78%			
10	9	9.89%	Lancaster-913	1	1.10%			
11	14	15.38%	Mesquite-914	14	15.38%			
12	7	7.69%	RISD-916	8	8.79%			
	91	100.00%	Sunnyvale-919	0	0.00%			
				91	100.00%			
AGE	Number	Percent	ETHNICITY	Number	Percent			
10	0	0.00%	African American	37	40.66%			
11	0	0.00%	Asian	1	1.10%			
12	2	2.20%	Caucasian	3	3.30%			
13	6	6.59%	Hispanic	50	54.95%			
14	18	19.78%	Native American	0	0.00%			
15	22	24.18%		91	100.00%			
16	21	23.08%						
17	17	18.68%						
18+	5	5.49%						
	91	100.00%						
OFFENSE DESCRIPTIONS				Number	Percent			
D-12/13	Serious/Persistent Misbehavior			31	34.07%			
D-14	Misdemeanor Drugs			3	3.30%			
D-15	Felony Criminal Mischief			0	0.00%			
D-16	Court/County Placement			0	0.00%			
D-17	Assault Against Employee			3	3.30%			
D-18	Assault/Retaliation of Employee (ON/OFF CAMPUS)			0	0.00%			
D-19	False Alarm/Terroristic Threat			2	2.20%			
Title 5	Off Campus Felonies Against Student & Other New Discretionary			1	1.10%			
M-01	Weapons/Firearms			5	5.49%			
M-02	Weapons other than Firearm			13	14.29%			
M-03	Aggravated Assault			7	7.69%			
M-04	Sexual Assault			0	0.00%			
M-05	Aggravated Sexual Assault			1	1.10%			
M-06	Arson			2	2.20%			
M-07	Murder Offenses/Manslaughter			0	0.00%			
M-08	Indecency with a Child			1	1.10%			
M-09	Aggravated Kidnapping			0	0.00%			
M-10	Felony Drugs			22	24.18%			
M-11	Retaliation Against Any Employee			0	0.00%			
P-16	Court Placement			0	0.00%			
				91	100.00%			
DETENTION; PLACEMENT or WARRANTS:				0	0.00%			
SPECIAL EDUCATION STUDENTS:				14	15.38%			
Avg. Daily Attendance:	79	86.81%	Cum. SY Daily Attendance:	79	86.81%			

DALLAS COUNTY JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM

2014-2015 School Year

The month of December began with 91 students and ended with 91 students enrolled to attend the Dallas County's JJAEP. On average, there were 79 or 86.81% of the students attending on any given day in December. Of the 91 students enrolled at month end, there were 40 discretionary referrals; 0 placement; and 51 mandatory referrals.



ACTION ITEM

D.



Henry Wade Juvenile Justice Center
2600 Lone Star Drive, Box 5 Dallas, Texas 75212

MEMORANDUM

Date: January 26, 2015
To: Dallas County Juvenile Board
From: Dr. Terry S. Smith, Director
Re: Election of Chairman of the Juvenile Board

Background of Issue:

Section 152.0361 of the Human Resource Code establishes the composition of the Dallas County Juvenile Board, the terms of appointment, and stipulates that the Board will hold a meeting in January and elect a chairman and hold other "regular meetings as determined by the Board at the January meeting".

Sec. 152.0631. DALLAS COUNTY. (a) The juvenile board of Dallas County is composed of:

- (1) the county judge;*
 - (2) one county commissioner appointed by the commissioners court;*
 - (3) each juvenile court judge;*
 - (4) the local administrative judge;*
 - (5) one judge of a district court in Dallas County that gives preference to family matters, appointed by the judges of those courts;*
 - (6) one judge of a district court in Dallas County that gives preference to criminal matters, appointed by the judges of those courts;*
 - (7) one judge of a district court in Dallas County that gives preference to civil matters, appointed by the judges of those courts; and*
 - (8) the chairman of the youth services advisory board.*
- (b) The appointed members serve one-year terms.*
- (c) The board shall hold an annual meeting in January and at this meeting shall elect a chairman from among the members. The board shall hold other regular meetings as determined by the board at the January meeting and may meet at the call of the chairman or at the request to the chairman of at least two members. The board shall keep accurate and complete minutes of its meetings. The minutes are open to public inspection.*

Legal Information:

Section 152.0361 of the Human Resource Code establishes that the Dallas County Juvenile Board will hold a meeting in January and elect a chairman and hold other "regular meetings as determined by the Board at the January meeting".

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law abiding citizens, while promoting public safety and victim restoration.*

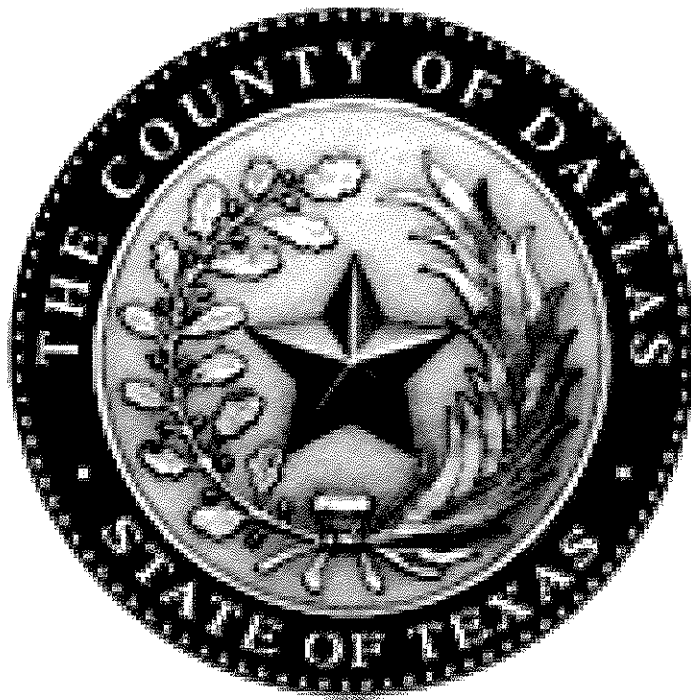
Recommendation:

It is respectfully recommended that the Board elect a Chairman of the Juvenile Board for the 2015 term.

Recommended By:

A handwritten signature in black ink, appearing to read "Terry S. Smith", written over a horizontal line.

Dr. Terry S. Smith, Director
Dallas County Juvenile Department



ACTION ITEM

E.



Henry Wade Juvenile Justice Center
2600 Lone Star Drive, Box 5 Dallas, Texas 75212

MEMORANDUM

Date: January 26, 2015
To: Dallas County Juvenile Board
From: Dr. Terry S. Smith, Director
Re: Election of Vice-Chairman of the Juvenile Board

Background of Issue:

Section 152.0361 of the Human Resource Code establishes the composition of the Dallas County Juvenile Board, the terms of appointment, and stipulates that the Board will hold a meeting in January and elect a chairman and hold other "regular meetings as determined by the Board at the January meeting".

Sec. 152.0631. DALLAS COUNTY. (a) The juvenile board of Dallas County is composed of:

- (1) the county judge;*
 - (2) one county commissioner appointed by the commissioners court;*
 - (3) each juvenile court judge;*
 - (4) the local administrative judge;*
 - (5) one judge of a district court in Dallas County that gives preference to family matters, appointed by the judges of those courts;*
 - (6) one judge of a district court in Dallas County that gives preference to criminal matters, appointed by the judges of those courts;*
 - (7) one judge of a district court in Dallas County that gives preference to civil matters, appointed by the judges of those courts; and*
 - (8) the chairman of the youth services advisory board.*
- (b) The appointed members serve one-year terms.*
- (c) The board shall hold an annual meeting in January and at this meeting shall elect a chairman from among the members. The board shall hold other regular meetings as determined by the board at the January meeting and may meet at the call of the chairman or at the request to the chairman of at least two members. The board shall keep accurate and complete minutes of its meetings. The minutes are open to public inspection.*

Legal Information:


Section 152.0361 of the Human Resource Code establishes that the Dallas County Juvenile Board will hold a meeting in January and elect a chairman and hold other "regular meetings as determined by the Board at the January meeting".

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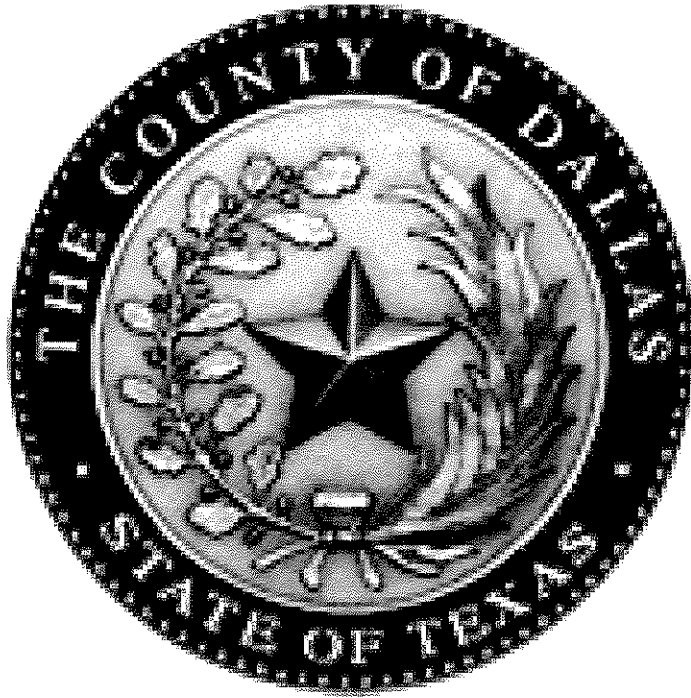
Recommendation:

It is respectfully recommended that the Board elect a Vice-Chairman of the Juvenile Board for the 2015 term.

Recommended By:

A handwritten signature in black ink, appearing to read "Terry S. Smith", written over a horizontal line.

Dr. Terry S. Smith, Director
Dallas County Juvenile Department



ACTION ITEM

F.



**DALLAS COUNTY
JUVENILE DEPARTMENT**

Dr. Terry S. Smith
Director Juvenile Services
Chief Juvenile Probation Officer

Henry Wade Juvenile Justice Center
2600 Lone Star Drive, Box 5 Dallas, Texas 75212

MEMORANDUM

Date: January 26, 2015
To: Dallas County Juvenile Board
From: Dr. Terry S. Smith, Director
Subject: Juvenile Processing Office Modification – Coppell Police Department

Background of the Issue:

Amendments passed during the 77th Legislative Session assigns the Juvenile Board the responsibility of designating Juvenile Processing Offices within Dallas County.

The Juvenile Board has previously approved sites as Juvenile Processing Offices (see attached list). The Department regularly reviews sites to make appropriate additions, deletions, modifications, or amendments to this list. When the department is notified of the modification of a site, or receives a request from law enforcement for designation of a new site, we personally inspect the site and appraise the agency of their obligations and responsibilities when processing juveniles at the approved site.

Impact on Operations and Maintenance:

The Coppell Police Department's Room 141 located at 130 S. Town Center Blvd., Coppell, Texas 75019 was previously designated as an approved Juvenile Processing Office by this Department and the Dallas County Juvenile Board. This same building has recently been remodeled and they are requesting to designate a new processing office and to discontinue use of the existing one as outlined below.

Deletion

Coppell Police Department
Room 141
130 S. Town Center Blvd.
Coppell, Texas 75019

Addition

Coppell Police Department
Room 125 / Juvenile Processing Room
130 S. Town Center Blvd.
Coppell, Texas 75019

In response to the Juvenile Department's commitment to review all previously approved Juvenile Processing Offices, particularly this modification request, the Coppell Police Department's 130 S. Town Center Blvd. Coppell, Texas 75016 Room 125 / Juvenile Processing Room was personally inspected by Rudy Acosta, Deputy Director of Probation Services on December 17, 2014 and he has determined this site as being suitable as a Juvenile Processing Office. The designated room is clearly identified with affixed signage outlining an assigned room number and labeled as a Juvenile Processing Room.

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In addition, specific training relating to the requirements of the Juvenile Processing Office utilization and operation was provided to the designated Agency representative, Sgt. Bill Camp during the site visit. The training provided the Agency representative with information from Title 3 of the Texas Family Code, § 52.025 and the Juvenile Justice Delinquency and Prevention Act outlining the requirements of operating a Juvenile Processing Office and the specifics associated with the handling of juveniles in the Juvenile Processing Office. The training document was signed by the Agency representative and a copy will be maintained by the Juvenile Department.

Strategic Plan Compliance:

This Juvenile Processing Office designation complies with the Dallas County Strategic Plan: Vision 3- Dallas County is *safe, secure, and prepared*.

Legal Impact:

Law enforcement agencies must follow the Juvenile Justice Code and Code of Criminal Procedure guidelines when processing youthful offenders:

In conformance with Title 3 of the Texas Family Code § 52.025, the Juvenile Board of Dallas County has ordered the plans and guidelines of each law enforcement agency in Dallas County operating a Juvenile Processing Office be amended and adopted as follows:

SECTION 1. Any juvenile taken into custody and not released in the field by the officer shall be brought immediately to either an office or to an official designated site herein without unnecessary delay and without first being taken elsewhere. The juvenile shall not be permitted contact with any adult who is in custody, charged with, or convicted of a crime.

SECTION 2. The following are “offices or rooms designated by the Juvenile Board where a child who has been taken into custody may be taken pursuant to Section 52.02 and 52.025 of the Texas Family Code, and as such are designated as Juvenile Processing Offices;”

The Juvenile Board also requires Juvenile Processing Offices may be used to complete all investigative and administrative activities related to taking a child into custody; said activities including, but not limited to the following:

- (1) The full investigation of each subject offense for which each child is taken into custody and all related offenses admitted to or alleged to be committed by said child, and may be used for temporary detention, for purposes of investigation of the identity and age of the juvenile, and for purposes of investigating and continuing the investigation of each subject offense and each related offense.
- (2) The completion of investigative and administrative paperwork concerning each subject and related offense and the taking of any oral, written, or magistrate confessions as may occur pertaining to each subject or related offense and for all other related investigative conduct such as fingerprinting, photographing, and other medical and/or scientific examinations or testing necessary to the investigation of the subject or related offenses.
- (3) The creation or completion of any essential forms and records, including, but not limited to, all police reports, offense reports, arrest reports, and supplements to said reports and other reports or records, required by the

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Juvenile Court or Title 3 of the Texas Family Code or other law or the particular law enforcement agency's procedures.

- (4) The photographing and/or fingerprinting of the child as authorized by Title 3 of the Texas Family Code or other applicable law. Warnings may be issued to the child as required or permitted by Title 3 of the Texas Family Code or other applicable law. An oral or written statement of the child may be taken and warning given pursuant to Title 3 of the Texas Family Code either in said Juvenile Processing Office or before an official designated by the Juvenile Court in Section 3 of the order.
- (5) All administrative steps necessary subsequent to taking a child into custody.

Recommendation:

The Juvenile Department recommends the Juvenile Board approve the modification of the Juvenile Processing Office for the Coppell Police Department located at 130 S. Town Center Blvd., Coppell, Texas 75019, by approving Room 125 / Juvenile Processing Room as a designated Processing Office.

Recommended by:



Dr. Terry S. Smith, Director
Dallas County Juvenile Department

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**JUVENILE PROCESSING OFFICE DESIGNATIONS
DALLAS COUNTY JUVENILE BOARD**

- 1) Addison Police Department
Juvenile Processing/Briefing Room
4799 Airport Parkway
Addison, TX 75001 972-450-7120
Detention Supervisor, Mr. Michael Meharg
- 2) Balch Springs Police Department
Juvenile/Holding Processing Room
12500 Elam Road
Balch Springs, TX 75180
Sgt. Gilbert 972-557-6036
- 3) Baylor Health Care Department of Public
Safety – Police Supervisors Room
4005 Crutcher Street, Ste 100
Dallas, TX 75246 214-820-6193
Asst. Chief Jesse Gomez/Det. Marlena Colvin
- 4) Carrollton Police Department
Youth Services Section Room 119 & 112
2025 Jackson
Carrollton, TX 75006
Sgt. Bill Janecek/Joel Payne 972-466-9144
- 5) Cedar Hill ISD Police Department
Beltline Intermediate School
Door 5A entrance, Room 1 & 2
504 E. Beltline Rd.
Cedar Hill, TX 75104
Lt. Eddie Thompson 469-272-2088
- 6) Cedar Hill Marshall's Office
285 Uptown Boulevard, Room 7108
Cedar Hill, TX 75014
Marshall Leland Herron 972 291-1500 Ext.1048
- 7) Charlton Methodist Medical Center
3500 W. Wheatland-CID Office
Dallas, TX 75203
Lt. Kraft 214-947-7701
- 8) City of Combine Municipal Court
Combine Police Department
Judge's Office, Chief's Office
123 Davis Rd.
Combine, TX 75159 972-476-8790
- 9) Cockrell Hill Police Department
Juvenile Interview Room and Sergeants Office
4125 W. Clarendon Drive
Dallas, TX 75211
Sgt. Beckman 214-339-4141
- 10) Coppell Police Department
Room 125/ Juvenile Processing Room
130 S. Town Center Blvd.
Coppell, TX 75019
Sgt. Bill Camp 972-304-3593
- 11) Dallas Independent School District Police
Department
Holding Rm, Detail Rm, and Detectives Off
1402 Seegar Street
Dallas, TX 75215
Deputy Chief Gary Hodges 214-932-5610
- 12) DFW International Airport Police
Public Safety Station One, Conf. Rm 154
Small & Large Conference Room - CID
2900 E. 28th St.
DFW Airport, TX 75261
Sgt. Malcolm A. Mosely 972-574-5576

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- 13) Dallas County Hospital District
Police Department
Police Roll Call Room
5201 Harry Hines Blvd.
Dallas, TX 75235
Capt. Richard D. Roebuck Jr. 214-590-4330
- 14) Dallas County Juvenile Department
Truancy and Class C Enforcement Center
Interview Rooms 1-4 & Holding Rooms 1-3
414 S.R.L. Thornton Freeway
Dallas, TX 75203
Marquita Fisher 214-860-4408
- 15) Dallas County Juvenile Department
Detention Center and Probation Dept.
Henry Wade Juvenile Justice Center
2600 Lone Star Dr.
Dallas, TX 75212 214-698-2200
- 16) Dallas County Sheriff's Department
Rooms C3-6 and C3-7
Frank Crowley Courts Building
133 N. Industrial Blvd.
Dallas, TX 75202
Detective Billy Fetter 214-653-3495
- 17) Dallas Police Department
Youth Division and Family Crimes
1400 S. Lamar, Rm 1W017
Dallas, TX 75201 214-671-3495
Lt. Willemina Edwards / Det. R.P. Dukes
- 18) Desoto Police Department
Juvenile Youth Division
714 E. Beltline Rd.
Desoto, TX 75115
Det. W. Tillman 469-658-3028
- 19) Duncanville Police Department
Juvenile Processing Rooms "Located in Lobby"
203 E. Wheatland Rd.
Duncanville, TX 75116
Inv. Warren Evans 972-780-5037
- 20) Duncanville High School
Rooms L-105 and A118
900 W. Camp Wisdom Rd.
Duncanville, TX 75116
Inv. John Cole 972-708-3713
- 21) Duncanville Reed Middle School
Room #509
530 E. Freeman Road
Duncanville, TX 75116
Officer R.L. Perry 972-708-3949
- 22) Duncanville Byrd Middle School
Room #400F
1040 W. Wheatland Road
Duncanville, TX 75116
Inv. S. Ivy 972-708-3478
- 23) Duncanville Kennemer Middle School
Room labeled as "Police", located in Library.
7101 W. Wheatland Rd.
Dallas, TX 75229
Inv. L. Holcomb 972-708-3713
- 24) Eastfield Community College Police Dept.
Room #N112-E
3737 Motley Drive
Mesquite, TX 75150
Cpt. Michael Horak 972-860-8344
- 25) Eastfield Community College-Pleasant Grove
Campus Police Department
Room #112-N
802 S. Buckner Blvd.
Dallas, TX 75217
Cpt. Michael Horak 972-860-8344

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- 26) Farmers Branch Police Department
Juvenile Sect Rm / Rm 156 / Interview Rm 204
3723 Valley View Ln.
Farmers Branch, TX 75244
Sgt. E.L. Stokes 972-919-9352
- 27) Garland Police Department
Room J1008 & J1015
1900 W. State Street
Garland, TX 75042
Lt. Joel Bettis 972-205-1689
- 28) Glenn Heights Police Department
Patrol Sgt. Office, Squad Rm, CID Office & Lt. Office
550 E. Bear Creek
Glenn Heights, TX 75154
Det. Kevon L. Howard 972-223-3478
- 29) Grand Prairie Johnson D.A.E.P.
Rooms 11
650 Stonewall Dr.
Grand Prairie, TX 75052
Officer Ray Star 972-262-7244
- 30) Grand Prairie Police Department
Rooms J1, J2, J3, J4, J5, J6, 1009, 1010 & 1029
1525 Arkansas Lane
Grand Prairie, TX 75052
Deputy Chief Mike Taylor 972-237-8716
- 31) Grand Prairie Young Men's Leadership Academy at Kennedy Middle School
School Resource Office-A216A
2205 SE 4th Street
Grand Prairie, TX 75051
Leon Roddy, S.R. Officer 972-237-8764
- 32) Grand Prairie High School
Room 501 A&B
101 High School Dr.
Grand Prairie, TX 75050
Off. David Hooper, S.R. Officer 972-870-5707
- 33) South Grand Prairie High School
A Hall - Resource Office-A121
301 W. Warrior Trail
Grand Prairie, TX 75052
Off. John Almazan, S.R. Officer 972-343-1507
- 34) South Grand Prairie High School
Ninth Grade Center, Room A110C
305 W. Warrior Trail
Grand Prairie, TX 75052
Off. Briggs, S.R. Officer 972-343-7607
- 35) Highland Park Department of Public Safety
Room 331 and Report Writing Room
4700 Drexel Drive
Dallas, TX 75205 and Dallas, TX 75209
Detective Rusty Nance 214-559-9306
- 36) Hutchins Police Department
"Patrol Room"
205 W. Hickman
Hutchins, TX 75141
Asst. Chief D.W. Landers 972-225-2225
- 37) Irving Police Department
Municipal Court Room, 2nd Floor
Juvenile Holding Area/Interview Lineup
Juvenile Arraignment Court Room
Irving, TX 75061
Investigator Jill Smith 972-721-6559
- 38) Lancaster Police Department
Rooms A148 and B122
1650 North Dallas Avenue
Lancaster, TX 75134
Asst. Chief W.C. Smith 972-218-2726
- 39) Lancaster ISD Police Department
Elsie Robinson Middle School
Room 'LISD Police'
822 W. Pleasant Run
Lancaster, TX 75146
Off. Keith Wilkerson 972-218-3086

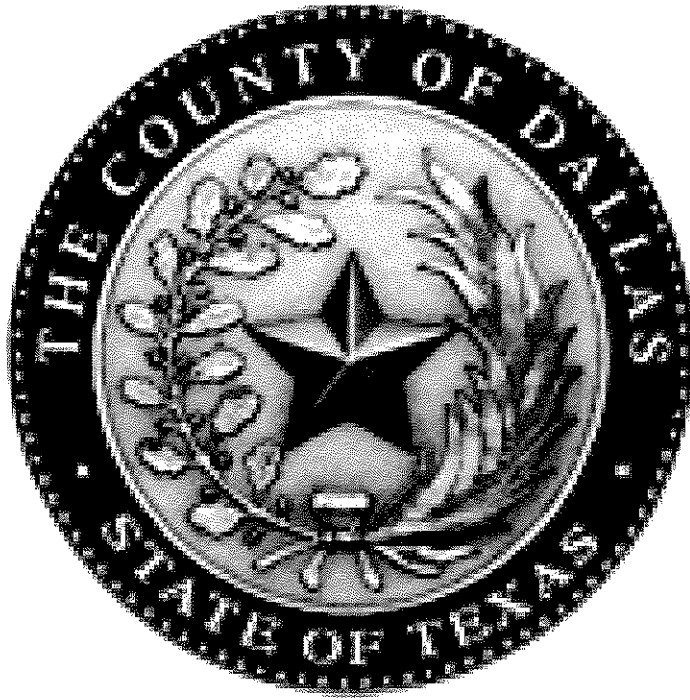
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- 40) Lancaster ISD Police Department
Lancaster High School
Room G123, Police Office, Room C126A
200 Wintergreen Rd.
Lancaster, TX 75134
Chief Sam Allen 469-261-8889
- 41) Lancaster ISD Police Department
Headquarters
Room 603
814 W. Pleasant Run Rd.
Lancaster, TX 75134
Chief Sam Allen 469-261-8889
- 42) Mesquite Police Department
Rooms 1016, 1019, 1021, 1022,
2008, 4045 & 4047
777 North Galloway Ave.
Mesquite, TX 75149
Lt. David Gill 972-816-8096
- 43) Methodist Medical Center
1441 N. Beckley Ave, Front Lobby
Dallas, TX 75203
Lt. M.P. Barber 214-947-8181
- 44) Richardson Police Department
Youth Crimes Unit/Interview Rm, Rm D-214
140 N. Greenville Ave
Richardson, TX 75081
Sgt. Jaime Gerhart 972-744-4862
- 45) Richland College Police Department
Pecos Hall- Rooms P161, P162, P163, P170,
P172, and Kiowa Hall- Room K110
12800 Abrams Rd
Dallas, TX 75243
Sgt. Sena 972-761-6758
- 46) Rowlett Police Dept-Youth Division
4401 Rowlett Road
Rowlett, TX 75030
Lt. David Nabors 972-412-6215
- 47) Sachse Police Department
Juvenile Division & Youth Holding Area
Rooms 116 and 118
3815 Sachse Rd.
Sachse, TX 75048
Chief Richard Benedict 972-495-2271
- 48) Seagoville Police Department
Law Enforcement Center Interview Room and
Patrol Room
600 North Highway 175
Seagoville, TX 75159
CID Det. AJ. Jumper 972-287-2999
- 49) Southern Methodist University Police Dept.
Briefing Room 214
3128 Dyer Street
Dallas, TX 75205
Lt. Brian Kelly 214-768-1577
- 50) Texas Department of Public Safety
Region 1 Headquarters-Holding Cell Area
350 West Interstate 30
Garland, TX 75043
Sgt. Tim Simmons 214-648-8311
- 51) UT Southwestern Medical Center Police Dept.
Room BLC 206, BLC 214 & BLC 228
5323 Harry Hines Blvd
Dallas, TX 75390-9027
Lt. Jason Bailey 214-648-8311
- 52) University Park Police Department
Room 215, 2nd Floor
3800 University Boulevard
Dallas, TX 75205
Det. Ken Ardanowski 214-987-5360
- 53) Union Pacific Railroad
Police Department JPO Room
9211 Forney Road
Dallas, TX 75172
Landon McDowell 972-882-4001

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54) Wilmer Police Department
Warrant Office and Patrol Room
219 E. Beltline Rd.
Wilmer, TX 75172
Sgt. Eric Pon 972-441-6565 Ext. 270

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law abiding citizens, while promoting public safety and victim restoration.***



ACTION ITEM

G.



**DALLAS COUNTY
JUVENILE DEPARTMENT**

Dr. Terry S. Smith
Director Juvenile Services
Chief Juvenile Probation Officer

Henry Wade Juvenile Justice Center
2600 Lone Star Drive, Box 5 Dallas, Texas 75212

MEMORANDUM

Date: January 26, 2015
To: Dallas County Juvenile Board
From: Dr. Terry S. Smith, Director
Subject: Juvenile Justice Translational Research on Interventions for Adolescents in the Legal System

Background of Issue:

Dallas County Juvenile Department is constantly searching for ways to review and improve strategies and techniques. As such, the Research Review Committee reviewed the submitted proposal on January 6, 2015 with Texas Juvenile Justice Department and Texas Christian University. The committee members are Dr. Kara Sutton, Research Manager, Dr. John Pita, Chief Psychologist, Mr. Rudy Acosta, Deputy of Probation Services, Mrs. Karen Ramos, Deputy of Administrative-Executive Services, Ms. Allison Harris, Grant Supervisor and Ms. Carmen Williams, Budget Supervisor. It was then forwarded to Dr. Smith for approval. The purpose of this brief is to request approval to participate in this nationwide study called The Juvenile Justice Translational Research on Interventions for Adolescents in the Legal System (JJ-TRIALS) with Texas Christian University (TCU) and their Institute of Behavioral Research (IBR) in conjunction with Texas Juvenile Justice Department (TJJD). The three primary goals for this project include: (1) examining the current state of HIV and substance use prevention and treatment service delivery within the juvenile justice system (2) improving delivery of these services in community based juvenile justice settings, and (3) advancing implementation science. The study will examine strategies to promote organizational change and to increase collaboration and coordination between local juvenile justice agencies and community behavioral health services providers that serve adolescents and their families. The JJ-TRIALS primary implementation study will test two implementation strategies to improve the continuum of services for youth involved in the juvenile justice system (which includes evidence-based substance abuse screening, assessment, referral and treatment).

Data will come from two types of study participants: Active staff participants and de-identified juvenile records. Staff participants will include executive, management, supervisory and line staff (probation officers, counselors, judges and court administrators). De-identified juvenile records will include data covering juvenile demographics, substance use history, biological testing results, clinical assessments; behavioral health services outcomes, and recidivism. The number of staff participants will vary by research site, but a minimum of 10 staff per site will be recruited across 36 sites. In Texas, it is anticipated that up to 60 leadership staff and 150 line staff (e.g., probation officers, counselors) will be eligible to participate. Of those eligible, staff selected to participate will contribute to the collection of data that cannot otherwise be obtained through electronic record extraction, which is likely to include: (1) organizational information (description of services provided; surveys completed by a site liaison), (2) attitudes toward workplace practices and substance use services provided (via surveys completed by staff), (3) needs assessment group interview (involving leadership staff from JJ and BH agencies), and (4) monthly surveys of progress toward site-selected goals (phone call with site liaison).

*To assist referred youth in becoming productive,
law abiding citizens, while promoting public safety and victim restoration.*

214-698-2200 Office

214-698-5508 Fax

Impact on Operations and Maintenance:

The answers to these questions will provide clarity to the department's vision and goals:

- What are the needs of juveniles under community supervision?
- What evidence based practices are available that meets those needs?
- How do we make changes to existing services?
- What does it take to change a system?
- Does changing the system result in better services?

Strategic Plan Compliance:

This request complies with Vision 3: Dallas is *safe, secure, and prepared*, by expanding disposition alternatives with regard to treatment for youth/families involved in the juvenile justice system.

Legal Information:

The Research agreement, executive research guidelines and IRB have been reviewed by Assistant District Attorney Ms. Caruthers and approved as to form.

Financial Impact/Considerations:

There is no financial impact to the county.

Performance Impact Measures:

The Juvenile Justice Translation Research on Interventions for Adolescents in the Legal System (JJ-TRIALS) program will reduce the unmet needs of youth under community supervision by assisting justice agencies in their efforts to implement best practices and improve services. The best practices will be shared nationally with the participating sites. These tools will assist with other organizational changes that may need to be made within the department.

Project Schedule/Implementation:

The study will begin when Juvenile Board approval is received.

Recommendation:

It is recommended that the Dallas County Juvenile Board approve The Juvenile Justice Translational Research on Interventions for Adolescents in the Legal System (JJ-TRIALS) with Texas Christian University's Institute of Behavioral Research and TJJD.

Recommended by:


Dr. Terry S. Smith, Director
Dallas County Juvenile Department

Juvenile Justice Translational Research on Interventions for Adolescents in the Legal System (JJ-TRIALS) Executive Summary

The Juvenile Justice Translational Research on Interventions for Adolescents in the Legal System (JJ-TRIALS) is a cooperative research initiative funded by the National Institute on Drug Abuse (NIDA). The goal of JJ-TRIALS is to identify and test strategies for improving the delivery of evidence-based substance abuse and HIV prevention and treatment services for justice-involved youth. JJ-TRIALS is guided by the philosophy that virtually all justice-involved youth could benefit from HIV and substance abuse prevention and/or treatment interventions.

Six Research Centers and one Coordinating Center were funded in July of 2013. NIDA tasked these seven centers to work together to develop a protocol that would achieve three primary goals: (1) provide insights into the current state of HIV and substance use prevention & treatment service delivery within the juvenile justice system; (2) improve delivery of Evidence-Based Practices addressing prevention and treatment services targeting substance use and HIV risk behaviors in community-based juvenile justice settings; and (3) advance implementation science. Further, NIDA explicitly required that these goals be accomplished by (a) comparing two or more implementation strategies in a randomized control trial and that (b) the study be guided by an overarching theoretical framework.

Given the overlap between substance use problems and juvenile justice (JJ) involvement, all youth that come into contact with the justice system should be screened for substance use disorders (SUD). In an ideal system, this initial screening would lead to a more in-depth assessment for youth that appear to have SUDs, and result in referral/linkage to appropriate treatment. Best practices for youth include provision of services along a “behavioral health cascade” which includes screening, assessment, identification of need, referral to treatment, followed by initiation, engagement, and continuation in services. Data suggest that this cascade of service delivery often breaks down even at the initial step of screening in JJ settings and only gets worse as youth move across the services continuum. Consequently, high proportions of youth have unmet SUD needs.

The study compares the effectiveness of two implementation interventions on reducing unmet needs across the service cascade. The development of the implementation intervention components, the timing of those components, and the measurement of the implementation process are guided by Aarons’ framework for implementation research, which conceptualizes change processes as involving four phases: Exploration, Preparation, Implementation, and Sustainment (EPIS). The Core Implementation Intervention includes staff education on behavioral health issues for justice-involved youth, a needs assessment, a feedback report summarizing current local performance, support for goal selection, and skills-based training on using Data-driven Decision Making (DDDMM) to promote organizational change. The Enhanced Implementation Intervention will include all Core components plus active facilitation of DDDMM principles and use of Local Change Teams. A clustered randomized design with a phased roll-out will be used to evaluate the effectiveness of the Core versus Enhanced Implementation Interventions. A total of 36 sites (representing 7 states and the District of Columbia) will be randomized to the Core (n=18) or Enhanced (n=18) study arm and to one of three start times (to facilitate management by Research Centers).

Primary research questions address whether DDDMM strategies and facilitation of DDDMM tools and local change teams improve (a) the provision and quality of services along the behavioral health cascade and (b) attitudes toward best practices among staff working with justice-involved youth. Exploratory research questions focus on several areas, including implementation processes, inter-organizational collaboration, costs associated with each study arm, and youth outcomes.

Juvenile Justice Translational Research on Interventions for Adolescents in the Legal System (JJ-TRIALS) Research Guidelines

Research Objectives and Value: The Juvenile Justice Translational Research on Interventions for Adolescents in the Legal System (JJ-TRIALS) is a cooperative research initiative funded by the National Institute on Drug Abuse (NIDA). The Institute of Behavioral Research (IBR) at Texas Christian University is one of seven Centers selected by NIDA to participate in JJ-TRIALS (Columbia University, Emory University, Mississippi State University, Temple University, Texas Christian University, University of Kentucky, and Chestnut Health Systems). Each Research Center (RC) is partnering with juvenile justice state agencies. The Texas Juvenile Justice Department (TJJD) serves as TCU's partner. The three primary goals for the project are to (1) examine the current state of HIV and substance use prevention and treatment service delivery within the juvenile justice system, (2) improve delivery of these services in community-based juvenile-justice settings, and (3) advance implementation science.

The study will examine strategies to promote organizational change and to increase collaboration and coordination between local juvenile justice agencies and community behavioral health services providers that serve adolescents and their families. The JJ-TRIALS primary implementation study will test two implementation strategies to improve the continuum of services for youth involved in the juvenile justice system (which includes evidence-based substance abuse screening, assessment, referral and treatment). Research will take place at a minimum of 36 sites located in 7 states (Florida, Georgia, Kentucky, Mississippi, New York, Pennsylvania, Texas) and the District of Columbia. Each research site will include a state juvenile justice agency, such as a youth court or probation department, and at least one community-based behavioral health services organization. The study design is grounded in the Exploration-Preparation-Implementation-Sustainment (EPIS) Model (Aarons et al., 2011) which provides a framework for selection and timing of implementation interventions tested and measurement of process improvement efforts.

The two implementation interventions that will be compared are additive. The Core Implementation Intervention includes staff education on behavioral health issues for justice-involved youth, a needs assessment, a feedback report summarizing current local performance, support for goal selection, and skills-based training on using Data-driven Decision Making (DDDM) to promote organizational change. The Enhanced Implementation Intervention will include all Core components plus active facilitation of DDDM principles and use of Local Change Teams. Study sites will be randomized to receive either the Core or Enhanced Implementation intervention and to one of 3 start dates.

The primary focus of this project is to study how agencies go about making changes in their organizations in order to improve the services that are provided, not to test the effectiveness of specific services. The leadership team from each site (including individuals selected by each agency to participate in the needs assessment and goal selection activities) will be asked to select what goal(s) to address along the substance use service cascade. The same leadership team will determine how to address the site selected goal(s). The JJ-TRIALS research cooperative will provide resources listing evidence-based approaches that map to the

various points in the cascade, but the goal and method of addressing the goal will be site specified.

Data will come from two types of study participants: Active Staff Participants and De-identified Juvenile Records. (1) **Leadership and Line Staff:** Primary study participants will be executive, management, supervisory, and line staff (e.g., probation officers, counselors) of juvenile justice and behavioral health agencies and may include judges, and court administrators. (2) **De-identified, Juvenile Records:** Secondary data will be collected to examine juvenile offenders behavioral health services outcomes and recidivism.

Informed Consent: Leadership and Line Staff. All staff of participating juvenile justice and community organizations will be informed about and invited to participate in the study during face-to-face orientation meetings. Staff participants will be provided with a form describing the study (what participation entails, potential risks of participating, measures taken to protect confidentiality, contact information for research staff), and asked to provide written consent for researchers to contact them via email in order to provide internet access to staff surveys. Staff will be informed that participation is voluntary and they can withdraw from the study at any time without retribution. To ensure voluntary participation in web-surveys, participants with Internet access will select an "I agree" or "I do not agree" button prior to the start of the survey. Staff completing paper-and-pencil versions will receive an informed consent statement, a copy of the survey, and a stamped, addressed envelope for mailing forms directly back to research center offices. Participants will not be identified by name but be assigned a unique identifier code. For face-to-face interviews, written consents and permissions to record interviews will be used.

De-identified, Juvenile Records. The research will involve analysis of existing data released to TCU/IBR research staff with all identifying information removed. Dallas County Juvenile Department (DCJD) staff and/or TJJD will de-identify data before release to TCU/IBR.

Consents for both datasets. IRB protocols and approved consents will specify that the Cooperative Study is conducting the research and that de-identified data will be shared with members of the Cooperative.

Subject Protection: Leadership and Line Staff. Every effort will be made to keep all research records confidential. To protect the participants, we will (a) train all research staff to ensure clarity about participant confidentiality; (b) ensure all materials are coded with an ID number; and (c) all materials will be stored in locked files. Information will be combined across all study participants. Participants will not be identified in any of these written materials. The research staff may publish the results of this study; however, names and other identifying information will remain private. All names and identifying information will be stored in different places under lock and key from individual data with a unique identifier. Any data that is stored electronically will be protected on a secure server without names. Only authorized study personnel will have access to this information or as required by law.

Participation is voluntary and staff participants may choose not to participate in any research activity and/or data collection. Organization executives will not be informed if a staff member refuses to participate. Participants will not be identified by name but be assigned a unique identifier code when completing surveys or participating in group interviews. For face-

to-face interviews, permission to record interviews will be obtained. Focus group participants will be encouraged to use pseudo names and transcriptions/audio digital files will be identified by ID numbers only and not connected with participants' names or IDs. Digital audio files and any paper copies of documents will be maintained in locked file cabinets and transferred in locked document carrier bags. Digital recordings will be erased and source documents will be shredded in accordance with IRB policies and OHRP guidelines regarding retention of data. When web-surveys are used, all web-survey data will be collected using confidential online survey software and a secure web-server not accessible to a third-party. A file containing contact information (i.e., email) and IP addresses will be separate from study data. This file will be password-protected and stored within a restricted access server. For change teams, staff participants interacting with an Implementation Facilitator will be informed of the Facilitator's role. In addition, research staff will collect information on change team activities and will assure that no individual staff or organization will be identifiable in study progress reports and publications. Furthermore, when facilitator field notes are analyzed across sites, all data will be de-identified by each research center.

De-identified, Juvenile Records. Because data being requested are de-identified, no direct risks to youth participants are expected. All identifying information (e.g., names, driver's license numbers, birthdays, etc.) will be removed from the dataset before release to TCU/IBR researchers. DCJD and/or TJJD staff will be asked to create an "age at time of initial offense/referral" variable in order to calculate each youth's age. All descriptive reports will include aggregated data. This means no individual youth or TJJD department will be identifiable in any scientific report prepared by the research team. **Protections for both datasets.** To minimize the risk that youth or staff could potentially be individually identified by an outside entity, data will not be released to individuals not affiliated with the project (consistent with the CFR Protection of Human Subjects and related protections and regulations). Researchers with access to data are all required to sign confidentiality statements. All data use and access will be governed by these regulations, policies, and procedures. During the course of the evaluation, data will be stored on a secure server maintained by research staff at TCU/IBR. TCU computers are protected by the university network, secured by redundant firewall and password access (to both the network domain and email user accounts). Because data collection is part of a larger Cooperative Study, all data (staff as well as de-identified juvenile records) will be further de-identified (by systematically scrambling participant IDs within study sites) before being shared with the Coordinating Center (Chestnut Health Systems). The coordinating center will not have access to identifying information, nor will they have access to or knowledge of how participant IDs were scrambled.

Data Collection and Management: Leadership and Line Staff. The number of staff participants will vary by research site, but a minimum of 10 staff per site will be recruited across 36 sites. It is expected that there will be approximately 360 staff participants from juvenile justice (JJ) and behavioral health (BH) services organizations from the 36 sites (note that BH services may be offered internally within the JJ agency or external to JJ). In Texas, it is anticipated that up to 60 leadership staff and 150 line staff (e.g., probation officers, counselors) will be eligible to participate. Data to be collected from all sites include (1) organizational information (description of services provided; surveys completed by a site liaison), (2) attitudes toward workplace practices and substance use services provided (surveys

completed by all staff), (3) needs assessment group interview (involving leadership staff from JJ and BH agencies), and (4) monthly surveys of progress toward site-selected goals (phone call with site liaison). Additional organizational information will be collected from sites that are randomly assigned to the enhanced implementation strategy arm. The types of data collected from sites in the enhanced arm will include minutes of JJ-TRIALS Team meetings, copies of action plans, sustainability plans, and other JJ-TRIALS Team documents that detail goal setting and progress towards goal attainment. Researchers will directly observe these meetings and keep notes on the activities, progress and problems encountered.

De-identified, Juvenile Records. Each Research Center will obtain de-identified, individual-level data on recidivism and for each step in the behavioral health services continuum on screening, assessment, treatment referral and treatment (initiation, engagement, continuing care) for all youth at study sites involved in probation departments or youth courts. Data are available from the Juvenile Justice Agency's data management information system, including the date of entry into the system, the commission of new offenses, and dates that substance use services (e.g., screening, assessment, referral, treatment initiation) were received. Researchers will request that de-identified individual-level information on behavioral health services and recidivism be extracted from electronic databases on a quarterly basis. Information about specific variables or data fields requested can be found in Appendix A.

Research Methodology and Data Analysis: Leadership and Line Staff. The following outline summarizes study activities. **Pre-baseline period:** Research Centers (RCs) complete a site readiness checklist based on informal interactions with sites. RCs work with sites to set up procedures for extracting quarterly de-identified juvenile records data. **Baseline period:** Orientation with Leadership Staff. Quarterly extraction of existing records begins. Records dating back to October 1, 2014 will be requested (resulting in a total baseline period of 12 months; 6 retrospective, 6 prospective). Juvenile Justice and Behavioral Health site liaisons begin completion of JJ-TRIALS National Survey excerpts (including site characteristics and information about services needed to inform the site feedback report). Request JJ documentation (referral/cascade specific) that can inform qualitative analysis and needs assessment (written policies, annual report, organizational chart, client flowchart). **Year 1:** Sites determine staff participants. Quarterly extraction of existing records continues. RC Review of site documents in preparation for needs assessment. Group Interview (needs assessment systems mapping exercise and focus group questions) with key JJ and BH staff (inter-agency workgroup). Administer staff surveys to JJ/BH leadership and line staff. Behavioral Health Training (line staff). Initial Site Feedback Report provided. Goal Selection Support and Data-driven Decision Making (DDDM) Training provided (JJ/BH leadership). Facilitation of DDDM and change teams begins in half of sites (Enhanced Condition). **Year 2:** Facilitation of DDDM and change teams ends. Administration of end of experiment period data collection activities including administration of staff surveys to JJ/BH leadership and line staff. **Post-Experiment period, Year 2:** Quarterly extraction of existing records and Monthly site check-ins continue. Data collection activities in preparation for Close-out reports/activities: Re-administration of JJ-TRIALS National Survey excerpts (including site characteristics and information about services needed to inform the site feedback report). Request to JJ for documentation (referral/cascade specific) that can inform qualitative analysis of change since project start. Group Interview

(repeat protocol for needs assessment systems mapping exercise and focus group questions) with key JJ/BH staff (inter-agency workgroup). **Data Collection ends, Year 2:** Monthly site check-ins end. End of post-experiment period data collection activities to JJ/BH leadership and line staff. Second Site Feedback Report provided. Quarterly extraction of existing records ends. Conduct Closeout group interview with key JJ staff.

Primary Questions: A clustered randomized design with 36 sites assigned to receive Core versus Core + Enhanced implementation strategies over 18 months will be used to evaluate the following primary research questions (1) Does the Core and Enhanced Intervention increase service cascade retention related to screening, assessment, treatment initiation, engagement and counting care? (2) Does the addition of the Enhanced Intervention components further increase the percentage of youth retained in the service cascade will increase relative to the Core components? (3) Does the addition of the Enhanced Intervention components improve **service quality** relative to Core Only sites? (4) Do **staff perceptions of the value** of best practices increase over time, and are increases more pronounced in enhanced sites?

Exploratory Questions: The exploratory questions focus on the site as the unit of analysis (e.g., process, costs), and therefore power may be insufficient to detect significant differences between study arms. (5) Relative to the Core implementation intervention, does the Enhanced implementation intervention yield greater improvements in the implementation process for agency-selected goals. . (6) Relative to the Core implementation intervention, does the Enhanced implementation intervention yield greater improvements in cross-systems interagency collaboration, coordination, and information sharing at the site level? (7) Relative to the Core implementation intervention, is the Enhanced implementation intervention more cost effective in terms of the cost per youth identified, initiating treatment, and engaged [retained] in treatment? (8) Relative to the Core implementation intervention, does the Enhanced implementation intervention yield greater reductions from baseline to follow-up in one year recidivism rate (i.e., percentage of youth committing a new, non-technical offense)? (9) Hypotheses regarding potential mediators will serve to clarify if significant covariates pertaining to the implementation process reduce or amplify the effect of the implementation condition.

TCU INSTITUTIONAL REVIEW BOARD

Approval Form

Institutional Review Board (IRB) approval refers to research involving human subjects whether on or off Campus. **Significant changes in design, participants, or measures must be approved by the IRB. Multiyear projects must be submitted annually for approval. Any unexpected adverse effects on human subjects due to procedure should be reported immediately.**

Date: 14 November 2014

Principal Investigator: Danica Knight

Project Title: Juvenile justice-translational research on interventions for adolescents in the legal system (JJ-Trials): Primary implementation study.

Multi-year Project: Yes No

Proposed Participants:

TCU students, faculty, or staff

Non-TCU Participants

Special Populations (e.g. children) – specify

Approval Period: 14 November 2014-13 November 2015

Board Comments: Full board review including prisoner advocate.

Approval Number: 1410-106-1411

Board Decisions:


Approved, Minimal Risk

Approved, Expedited

Approved, Exempt Status

Conditional Approval, with following stipulations:

Not Approved for these reasons:


Chair

Date 14 November 2014



Research and Analytical Testing System (RATS)-Questionnaire

Dallas County Juvenile Department submits the questionnaire information to the Texas Juvenile Probation Commission's Research and Analytical Testing System (RATS). RATS is designed to gather information on research projects being conducted on or with children under the jurisdiction of juvenile probation departments around the state. The reporting of this information is required under Chapter 141 of the Human Resources Code, Section 141.0486.

RESEARCH INFORMATION:

Principal Researcher Name: Danica Knight, Ph.D.
Enter the first and last name of the person primarily responsible for the research being conducted by or in your department. Although there may be more than one person conducting research, enter only the primary or lead researcher.

Title of Principal Researcher: Principal Investigator, Senior Research Scientist, TCU Institute of Behavioral Research
Enter the title of the principal (lead) researcher. For researchers working through a university, please include the university department as well as the person's title. Example: Professor, Dept of Sociology

Research Project Name: Juvenile Justice: Translational Research on Interventions for Adolescents in the Legal System (JJ-TRIALS)
Enter the official name of the project. If an Institutional Review Board (IRB) has approved the project, this name should match title of the project approved by the Board

Sponsoring Entity: Texas Christian University, Institute of Behavioral Research
Enter the name of the entity responsible for the research. This may or may not be the entity funding the project. For instance, if a university has received federal funding to conduct a project involving juvenile offenders, the sponsoring entity for the project would be the university, not the federal government

Type of Study: Medical Pharmaceutical
 Psychological Social
 Other: _____

Select the one most appropriate type of study. If you choose "other" please specify the type of study in the box provided.

Number of Juveniles involved in the study: approximately 3000 supervision referred youth
Enter the number of juveniles involved in the study. "Involved" means those individuals that are participants in or subjects of the study.

Location of Juvenile involved: Detention Non-secure Placement
 JJAEP Secure Placement
 Probation Department
 Other: _____

Indicate all of the locations where juveniles involved with the study will participate. If you choose "other" please specify the location in the box provided.

Type of Contact: Direct Contact with Juveniles by Researcher
 Direct Contact with Juveniles by Officers/Staff
 Collection of Juvenile Data Records

(the data collected for this project will be de-identified prior to sharing with Texas Christian University)

Indicate all the types of contact that will occur with the juveniles. Direct contact is face to face or other physical contact and includes the observation of participating juveniles. Contact may be made by the researcher and/or department staff assisting the researcher. If staff are involved in the collection of information for the researcher, select the "direct contact with juveniles by staff". (For instance, if staff are administering a survey to juveniles under their supervision.) If the research project involves gathering data from the paper files of the juvenile and/or gathering electronic data, select "collection of juvenile data records".

IRB Number: 1410-106-1411

All research projects which involve direct contact with juveniles or the collection of juvenile data records should have been approved by an Institutional Review Board (IRB). Approval by an IRB ensures that the methodology of the research project provides adequate protections for the health and safety and / or confidentiality of the study participants. The IRB number can be found on the IRB approval form. The number may be on the approval form as the "protocol number".

IRB Approving Entity: Texas Christian University, Office of Sponsored Programs

Enter the name of the Entity approving the IRB. For university Institutional Review Boards please enter the name of the university as well as the department or office where the Board is housed. Example: University of North, Office of Research Compliance.

PROJECT DATES 7/1/2013-6/30/2018

Enter the scheduled or planned date. If any of the dates' changes, the date may be revised to indicate the most current information available on the project's schedule.

Project Begin Date: 7/1/2013

Enter the date the project is scheduled to begin.

Data Collection Begin Date: 2/1/2015

Enter the date data collection is scheduled to begin.

Data Collection End Date: 7/30/2016

Enter the date data collection is scheduled to end.

Project Completion Date: 6/30/2018

Enter the date the project will be completed. Complete means that all data collection, analysis and reporting have been finished.

Office use only:

Received by: _____

Date: _____

Records to be Abstracted from Existing Management Information Systems
Core Variable Definition Key
 (all records will be de-identified prior to receipt)

Found in EDI (or can be calculated using data found in the EDI)
 Found in JCMS only

<u>Variable Label</u>	<u>Variable Label</u>	<u>Description</u>	<u>JCMS Variable Table Variable</u>	<u>Tech Share</u>	<u>DCID Comments</u>
1. Record Identifiers					
XR CID	Research Center Identifier				
XL SID	Local Site ID	Assigned by RC to each juvenile justice system site (CHS will replace this with a randomly assigned but still linked ID during de-identification).		county.countynumber	
XL POID	Local Probation Officer ID	Assigned by RC to each probation officer (CHS will replace this with a randomly assigned but still linked ID during de-identification).		probationviolation.provationofficer	unique number (provation officer documenting the POV)
XL VID	Local Youth ID	Assigned by RC to each unique youth in the site (CHS will replace this with a randomly assigned but still linked ID during de-identification)		juvenile.pid	
XY EID	Youth Episode ID	Set to 1 for the first record covering the duration of involvement in justice system; if the youth comes back in later in the study the new record would be assigned a 2 (and 3 if a third time). This creates a record per youth-episode, but allows for the reality that the same youth do come back in multiple times over a period of several years.		referral.juvenileid/intake.juvenileid	
XD TRJUS	Date of Referral to JIS	The date (in MM/DD/YYYY format) the youth entered the juvenile justice system in this episode; this is the index date that is used to create "intake cohort", ideally every 2 weeks of intakes, but in small sites may need to be longer to average at least 5 youth per cohort; it is also used to calculate the time to other events (e.g., screening).		referral.created	
XR UDT	Record Update Date	The Date (in MM/DD/YYYY format) this youth's record was last updated. Assumes that RC version is that master copy and that any updated version of the records (based on this field) should override earlier versions.		referral.updated	
XR NT	Record Notes	An open text field for any other record notes RC wants to put here.			
2. Biological Testing					

BIOFLG	Biological Testing Flag	Whether biological testing for substance use was done on the youth's urine, breath, saliva, blood, hair or other bio samples at all, coded as 1 if yes, 0 if no, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped	DrugTest.Administered	DrugTest.Administered	The first time juveniles get tested for substance abuse is at intake if they are staying at the detention facility (all of them get tested). Children that are released are not tested at least at that time. A UA (urine analysis) is performed. Results of this analysis are not in techshare; they can be found in toxicology (a third party company). Although the DrugTest table does provide information about SU tests, does not provide the results of the first tests done to juveniles staying in detention after intake.
BIOALC	Alcohol Results	Whether the biological samples tested positive for alcohol, coded as 2 for positive, 1 for negative, 0 for invalid, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped (e.g., no biological testing)	DrugTestResult.SubstanceTested & DrugTestResult.Result	DrugTestResult.SubstanceTested & DrugTestResult.Result	DrugTestResult.OtherDescription: No records for the field. Check: JcmsEnumeration_SubstanceTable for identifying the type of substance; check: JcmsEnumeration_SubstanceTestResult type for identifying type of result
BIOAMP	Amphetamine Results	Whether the biological samples tested positive for amphetamines (including methamphetamines), coded as 2 for positive, 1 for negative, 0 for invalid, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped (e.g., no biological testing)	DrugTestResult.SubstanceTested & DrugTestResult.Result	DrugTestResult.SubstanceTested & DrugTestResult.Result	DrugTestResult.OtherDescription: No records for the field
BIOCAN	Cannabis Results	Whether the biological samples tested positive for cannabis (including marijuana, blunts, hashish and other forms of THC), coded as 2 for positive, 1 for negative, 0 for invalid, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped (e.g., no biological testing)	DrugTestResult.SubstanceTested & DrugTestResult.Result	DrugTestResult.SubstanceTested & DrugTestResult.Result	DrugTestResult.OtherDescription: No records for the field
BIOCOE	Cocaine Results	Whether the biological samples tested positive for cocaine (including powder and crack), coded as 2 for positive, 1 for negative, 0 for invalid, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped (e.g., no biological testing)	DrugTestResult.SubstanceTested & DrugTestResult.Result	DrugTestResult.SubstanceTested & DrugTestResult.Result	DrugTestResult.OtherDescription: No records for the field
BIOOPI	Opioid Results	Whether the biological samples tested positive for opioids (including heroin, prescription drug misuse, and illegal methadone), coded as 2 for positive, 1 for negative, 0 for invalid, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped (e.g., no biological testing)	DrugTestResult.SubstanceTested & DrugTestResult.Result	DrugTestResult.SubstanceTested & DrugTestResult.Result	DrugTestResult.OtherDescription: No records for the field
BIOOTH	Other Drug Results	Whether the biological samples tested positive for other drugs (anything other than alcohol, amphetamine, cannabis, cocaine, or opioids) - coded as 2 for positive, 1 for negative, 0 for invalid, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped (e.g., no biological testing)	DrugTestResult.SubstanceTested & DrugTestResult.Result	DrugTestResult.SubstanceTested & DrugTestResult.Result	DrugTestResult.OtherDescription: No records for the field
BIONT	Biological Testing Notes	Optional open text field for any other information; Can indicate types of tests done and/or any other substances used (e.g., K2) here.	DrugTest.Comments	DrugTest.Comments	DrugTest.Comments

3. Substance Use Screening

SUSCRFLG	Substance Use Screen Flag	Whether the youth was screened for substance use problems at all, codes as 1 if yes, 0 if no, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped			Substance Abuse Referral table, does not contain records. Every child that arrives to intake undergoes a general screening process. One section of the screening process consists on providing the child with a SAU/Detention Intake Form that they have to fill. After it is filled it gets sent to SAU (substance abuse unit) which will determine later on (based on the results of that form and other considerations) if a child needs to undergo a chemical assessment.
SUSCRFDT	SU Screen First Date	The Date (in MM/DD/YYYY format) on the first screener; used to answer H3 quality measures	Substance Abuse Referral Diagnosis	N/A	
SUSCRIDT	SU Screen Last Date	The Date (in MM/DD/YYYY format) on the last screener (can be the same date as first)	Sassi.AdministeredDate	Intake.screeningdate	Sassi.Table, does not contain records, They do no longer perform Sassi.
SSCRTYPE	SU Screen Type	Name or type of screener coded as from list A of screener and assessment types; used to answer H3 quality measures	Sassi.AdministeredDate	Intake.screeningdate	Sassi.Table, does not contain records. They do no longer perform Sassi. There is only one initial screening process that is composed by different sections, so this field could be the same as Intake.screeningdate
SUSCRPOS	SU Screen positive	Screening indicated need for substance use treatment; based on instrument specific interpretation guidelines; coded 1 if yes, 0 if no, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped		SAU/Detention Intake Form	maybe maysi too? There is a score for alcohol
SUSCRNT	SU SCR notes	Optional open text field for any other information; Can indicate local names of instruments or if a package of multiple instruments were used here	FaceValidAlcohol; Sassi.FaceValidOtherD	N/A	Sassi.Table, does not contain records. They do no longer perform Sassi. SAU seems the ones to have this type of information
4. Clinical Assessment					
CAFLG	Clinical Assessment Flag	Whether the youth received a Clinical Assessment at all, coded 1 if yes, 0 if no, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped		N/A	The unit that performs clinical assessments is the Psychology unit and they have information that is not available in tech share.
CAFDI	CA First Date	The Date (in MM/DD/YYYY format) first Clinical Assessment began; used to answer H3 quality measures	PsychologicalTestHistory	PsychologicalTestHistory;TestDate OtherAssessment.AssessmentDate	OtherAssessment.AssessmentDate, the table OtherAssessment exists and there are records in it. However it contains few cases regarding drug abuse, which does not add up with the cases report in the referral table. We were not able to establish the cause of this or where to find the other juveniles For further information refer to the Psychology unit.

CALDT	CA Last Date	The Date (in MM/DD/YYYY format) the last Clinical Assessment Ended (can be the same as first)	Psychological Test History, Test Date	For further information refer to the Psychology unit.
CATYPE	CA Type	Name or type of CA coded as from list A of screener and assessment types; used to answer H3 quality measures	Other Assessment, Assessment Type	For further information refer to the Psychology unit.
CASEPFL	CA Independent Flag	Whether the clinical assessment was conducted independently of screening results, coded 1 if yes, 0 if no, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped	N/A	For further information refer to the Psychology unit.
CASUPOS	CA SU Positive	Clinical assessment indicated need for substance use treatment, based on instrument specific interpretation guidelines; coded 1 if yes, 0 if no, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped	Psychological Test History, Primary Diagnosis is; Psychological Test History, Secondary Diagnosis	For further information refer to the Psychology unit.
CANT	CA Notes	Optional open text field for any other information; can indicate local names of instruments; or if a package of multiple instruments were used here	N/A	For further information refer to the Psychology unit.
For psychological test. Depends on what test they use				
5. Other Source of Information on Needs				
OTHSUPOS	Other SU Positive	Coded as 0 if no other indications of treatment need, 1 if judicial mandate, 2 if other staff recommendations, 3 if already in treatment, or 99 other (describe in notes). Note that those already in treatment at baseline may be removed from calculations in some rates.	N/A	Referrer to SAU and Psychology units
OTHINT	Other Positive Notes	Optional open text field for any other information		
6. Need from All Sources				
NEEDFLG	Need Flag	Need for substance use treatment from all sources, used as denominator for referral and treatment measures; coded as 2=already in substance use treatment, 1=yes, 0=no, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped	Juvenile Substance Abuse History, Reports source; That field states what type of source provided the information regarding the drug use by the juvenile (self-report, drug test,...) Check: Jcm's Enumeration, In Need Of Substance Abuse Service	
NEEDNT	Need Notes	Optional open text field for any other information		
7. Referral to Substance Use Treatment				
REFFLAG	Referral To Treatment Flag	Whether youth was referred for substance use treatment, coded as 1=yes, 0=no, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped	Referral, In Need Of Substance Service	Maysi, Other Description (no records) Referral, In Need Of Substance Service (seems not appropriate)
REFDT	Referral to Treatment Date	The Date (in MM/DD/YYYY format) the youth was first referred for substance use treatment; will be used to calculate whether within time window.	N/A	Referrer to SAU and Psychology units
8. Substance Use Treatment				
TXFLAG	Treatment Flag			Can be created by using the Begin Date below
TXINTDT	Treatment Intake Date	The Date (in MM/DD/YYYY format) the youth started substance use treatment; used to calculate initiation within time window	program, begin date placement, begin date	

TXDISDT	Treatment Discharge Date	The Date (in MM/DD/YYYY format) the youth was discharged from treatment; used to calculate engagement and continuing care.			program.enddate placement.enddate
TXLOC	Tx Level of Care	Level of care coded as 1=outpatient, 2=intensive outpatient/day program, 3=group home, 4=residential/inpatient, 99=other (specify in notes), -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped			placement.facility.name county.program.name
TXTYPE	Treatment Type	Name or type of treatment coded as from treatment types (see list B); used to address H3 quality measures.			placement.facility.name county.program.name
TXNT	Treatment Notes	Optional open text field for any other information			

9. Demographics at time of entering the Juvenile Justice System

DSMAGE	Age	Age in years or coded as -1 Information not collected, -2 Information not accessible, -4 Information Missing			
DEMDOB	Date of Birth	Date of birth (mm/dd/yyyy) if available (to be recoded by CHS into age in years at intake with 2 decimal places as part of identification process).		person.birthdate	Can be created using Date of Birth
DEMGEND	Gender	Gender coded as 2=Male, 1=Female, -1 Information not collected, -2 Information not accessible, -4 Information Missing		person.gender	1 = Male 2 = Female
DEMHISP	Hispanic	Hispanic descent coded as 1=yes, 0=no, -1 Information not collected, -2 Information not accessible, -4 Information Missing		person.ethnicity	1 = Hispanic 2 = Non-Hispanic 3 = Unknown
DEMRAE	Race	Race coded as 1=Asian/Hawaiian/Pacific Islander, 2=Black/African-American, 3=White/Caucasian, 4=Native American/Alaskan Native, 5=Other Race, 6=Mixed or Multiple Races, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Information Missing		person.race	1 = White 2 = Black 3 = Asian 5 = American Indian 9 = Unknown
DEMNOTES	Demographic Notes	Optional open text field for any other information RC want			

10. Clinical Problems at time of entering the Juvenile Justice System

CPSUP	Any SU Problem	Any substance use problems (including alcohol, other drugs, and prescription drug misuse), coded as 1=yes, 0=no, -1 Information not collected, -2 Information not accessible, -4 Information Missing,		JuvenileSubstanceAbuseHistory.substance	
CPALCP	Alcohol Problem	Alcohol use problems coded as 1=yes, 0=no, -1 Information not collected, -2 Information not accessible, -4 Information Missing.		person.SubstanceAbuseHistory.Substance; JuvenileSubstanceAbuseHistory.OtherSubstanceDescription	
CPCANP	Cannabis Problem	Cannabis problems (including marijuana, blunts, and other forms of THS), coded as 1=yes, 0=no, -1 Information not collected, -2 Information not accessible, -4 Information Missing.		JuvenileSubstanceAbuseHistory.Substance; JuvenileSubstanceAbuseHistory.OtherSubstanceDescription	
CPRXP	Rx Drug Misuse Problem	Prescription drug misuse problems, coded as 1=yes, 0=no, -1 Information not collected, -2 Information not accessible, -4 Information Missing.		JuvenileSubstanceAbuseHistory.Substance; JuvenileSubstanceAbuseHistory.OtherSubstanceDescription	
CPOTHP	Other Drug Problems	Other Drug problems (including Amphetamine/methamphetamine, cocaine/crack, opioids/heroin, hallucinogens(X2/Salts)), coded as 1=yes, 0=no, -1 Information not collected, -2 Information not accessible, -4 Information Missing.		JuvenileSubstanceAbuseHistory.Substance; JuvenileSubstanceAbuseHistory.OtherSubstanceDescription	

CPJOBP	Tobacco Problems	Tobacco problems (including cigarettes, cigars, pipes, and chewing tobacco), coded as 1=yes, 0=no, -1 information not collected, -2 information not accessible, -4 information Missing.	Juvenile Substance Abuse History	Juvenile Substance Abuse History, Substance, Juvenile Substance Abuse History	Juvenile Substance Abuse History, Substance, Juvenile Substance Abuse History, Other Substance Description
CPRSA	Risky Sexual Activity	Including unprotected sex, sex under the influence, multiple sex partners, sex trading, sex with high risk partners; coded as 1=yes, 0=no, -1 information not collected, -2 information not accessible, -4 information Missing.			
CPNDL	Risky Needle Activity	Including needle use, old or unclean needles, or sharing needles coded as 1=yes, 0=no, -1 information not collected, -2 information not accessible, -4 information Missing.			
CPSEV	Victimization	Physical, sexual or emotional victimization, coded as 1=yes, 0=no, -1 information not collected, -2 information not accessible, -4 information Missing.			abuse.PhysicalFlag abuse.SexualFlag abuse.EmotionalFlag
CPVIO	Violence	Violence towards other, coded as 1=yes, 0=no, -1 information not collected, -2 information not accessible, -4 information Missing.	Juveniles.DangerToOthers	Juveniles.DangerToOthers	
CPEXTD	Externalizing MH Problems	Externalizing mental disorders (including Attention Deficit Hyperactivity Disorder (ADHD), Conduct Disorder, Pathological Gambling, other impulse control disorders), coded as 1=yes, 0=no, -1 information not collected, -2 information not accessible, -4 information Missing.			juvenile.diagnosis
CPINTD	Internalizing MH Problems	Internalizing mental disorders (including Mood, Depression, Anxiety, Trauma, PTSD, or Psychosis), coded as 1=yes, 0=no, -1 information not collected, -2 information not accessible, -4 information Missing.			juvenile.diagnosis
CPSUIC	Suicide Risk	Suicide risk (including self-mutilation, thoughts, plans, means, attempts), coded as 1=yes, 0=no, -1 information not collected, -2 information not accessible, -4 information Missing.			juvenile.SuicideRisk juvenile.DangerToSelf
CPPHP	Physical Health Problems	Physical health problems, coded as 1=yes, 0=no, -1 information not collected, -2 information not accessible, -4 information Missing.			ExistingConditionComment.AllergyCommentText
CPOSEP	Serious Family Problems	Serious family problems (including substance use, serious mental illness, domestic violence, incapacitating chronic illness), coded as 1=yes, 0=no, -1 information not collected, -2 information not accessible, -4 information Missing.			juvenile.Diagnosis
CPDIDD	Learning or Developmental Disabilities	Learning, developmental disabilities, or other cognitive limitations, coded as 1=yes, 0=no, -1 information not collected, -2 information not accessible, -4 information Missing.			
CPNOTE	Clinical Problem Notes	Optional open text field for any other information			
11. Charges at time of entering the Juvenile Justice System					
CHRGVO	Violent Charge	Violent offense against a person (including homicide, rape, robbery, aggravated assault, simple assault, other violent sex offenses), coded as 1=yes, 0=no, -1 information not collected, -2 information not accessible, -4 information Missing			JcmsOffense.TjpcCategory
CHRGPO	Property Charge	Property offense (including burglary, larceny-theft, motor vehicle, theft, arson, vandalism, trespassing, shoplifting), coded as 1=yes, 0=no, -1 information not collected, -2 information not accessible, -4 information Missing			JcmsOffense.TjpcCategory
CHRGAOD	AOD Related Charge	Alcohol or drug law violations (including driving under the influence, distribution, manufacture, public intoxication, possession), coded as 1=yes, 0=no, -1 information not collected, -2 information not accessible, -4 information Missing			JcmsOffense.TjpcCategory

CHRGPPV	Probation or Parole Violation	Probation or parole violations, coded as 1=yes, 0=no, -1 Information not collected, -2 Information not accessible, -4 Information Missing	Violation.ProbationTypeID	JcmsOffense.TjpcCategory	
CHRGWO	Weapons Offense	Weapons offenses, coded as 1=yes, 0=no, -1 Information not collected, -2 Information not accessible, -4 Information Missing		offense.FPDWeaponUsed	
CHRGOSO	Other Status Offense	Other status offenses, coded as 1=yes, 0=no, -1 Information not collected, -2 Information not accessible, -4 Information Missing		JcmsOffense.TjpcCategory	
CHRGOTH	Other Charges	Other charges (Please Specify in Notes), coded as 1=yes, 0=no, -1 Information not collected, -2 Information not accessible, -4 Information Missing		JcmsOffense.TjpcCategory	
CHRGMT	Charge Notes	Open text field to enter information on local charges			

12. Risk of Recidivism at time of entering the Juvenile Justice System

RRTPPLG	Recidivism Assessment Type	Type of recidivism risk assessment done, coded from List C			
RRCAT	Recidivism Risk Level	Recidivism risk level, coded as 4=very high, 3=high, 2=medium, 1=low, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped		N/A	
RRNT	Recidivism Risk Notes	Open text field to enter any other information			

13. Status at any time during the course of Juvenile Justice System episode

STATCINS	Child in need of supervision	Child in need of supervision (including CIN, CHIN, PIN, SIN), coded as 1=yes, 0=no, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped		JcmsOffense.TjpcCategory	
STATDIV	Diversion	In any kind of diversion program, coded as 1=yes, 0=no, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped		CountyProgram.Name	
STATPROB	Probation	On probation, coded as 1=yes, 0=no, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped		Juvenile.ProbationUntil	
STATPAR	Parole	On parole, coded as 1=yes, 0=no, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped			
STATIDC	Juvenile Drug Court	In Juvenile Drug Court - coded as 1=yes, 0=no, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped		CountyProgram.Code	"DCDP"
STATOTHCS	Other Community Supervision	On other community supervision (please comment in notes), coded as 1=yes, 0=no, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped		SupervisionLevelPhase.Name; SupervisionLevelPhaseHistory.Super visionLevelPhaseId	
STATDET	Detention	In any kind of detention (including jail or prison), coded as 1=yes, 0=no, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped		Detention.Reason; Detention.IntakeId	Check table: JcmsEnumeration_ DetentionReason
STATOTH	Other justice status	Other status in the juvenile justice system (please describe in notes), coded as 1=yes, 0=no, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped		N/A	

STATINT	Status Notes	Open text field to enter other information		N/A	
14. Recidivism Data in Relational Database (record by JIS incident of arrest or detention)					
XRCID	Research Center Identifier	Research Center Identifier - assigned as CU=1, EU=2, MSU=3, TCU=4, TU=5, UK=6			
XLSID	Local Site ID	Local Site ID - assigned by RC to each juvenile justice system site (CHS will replace this with a randomly assigned but still linked ID during de-identification).			
XYIID	Local Youth ID	Local Youth ID - assigned by RC to each unique youth in the site (CHS will replace this with a randomly assigned but still linked ID during de-identification)	juvenile.pid	juvenile.pid	
R_NT	Recidivism Notes	Recidivism Record Notes - free text field for any RC specific notes related to record (identification (e.g., record system or location)	n/a	n/a	
R_EVTTYPE	Recidivism Event Type	Type of recidivism event record coded as 1=arrest, 2=non-arrest encounter, 3=community supervision, 4=detention, 5=group home, 6=juvenile drug court, 7=other court, 99=other (specify in notes); Note can have multiple overlapping events	Available but created separately.	Available but created separately.	We create this variable through referral by program or services delivered to the child, and is created as such. For example, the recidivism date for a child in a non-res program can occur while at risk as the program is ongoing while recidivism date for a child in placement is only possible following release from placement. This information can be obtained but needs to be queried specific to child circumstance.
R_EVTBEGD	Event Beginning Date	Recidivism Event Beginning Date, coded in MM/DD/YYYY format; if a change in status or location (e.g., detention to group home) create a separate row for new status.	Available but created separately.	Available but created separately.	Again, the recidivism begin date will vary by program or services delivered to the child, and is created as such. For example, the recidivism date for a child in a non-res program can occur while at risk as the program is ongoing while recidivism date for a child in placement is only possible following release from placement. This information can be obtained but needs to be queried specific to child circumstance.
R_EVTEND	Event Ending Date	Recidivism Event Ending Date - coded in MM/DD/YYYY format; if one day, same as begin date (e.g., an arrest).	Available but created separately.	Available but created separately.	See above.
R_EVTNOT	Event Not	Event Notes - free text field to indicate local name or other notes	n/a	n/a	
R_CHRGVO	Violent Charge	Violent offense against a person (including homicide, rape, robbery, aggravated assault, simple assault, other violent sex offenses), coded as 1=yes, 0=no, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped			
R_CHRGP	Property Charge	Property offense (including burglary, larceny-theft, motor vehicle, theft, arson, vandalism, trespassing, shoplifting), coded as 1=yes, 0=no, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped			
R_CHRGAOD	Related Charge	Alcohol or drug law violations (including driving under the influence, distribution, manufacture, public intoxication, possession), coded as 1=yes, 0=no, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped			
R_CHRGPV	Probation or Parole Violation	Probation or parole violations, coded as 1=yes, 0=no, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped			

This information is captured but configured from dbo_JcmsOffense TjpcCategory, which we then refer to as a stat code to transform it into these categories and more where you can get this information from. The stat codes are broken down by felony, misdemeanor, and status, with the first 12 codes denoting felony level: 1=homicide, 2=attempted homicide, 3=sexual assault, 4=robbery, 5=assaultive, 6=other violent, 7=burglary, 9=theft, 9=other property, 10=drug offenses, 11=weapons offenses, 12=other felony. The next group are the misdemeanors: 13=weapons offenses, 14=assaultive, 15=theft, 16=other property, 17=drug offenses, 18=other misdemeanor, 19=contempt of magistrate. Finally the status offenses (with the exception of 20=violation of court order); 21=truancy, 22=runaway, 23=alternative ed expulsion, 24=property, 25=disorderly conduct, 26=drugs, 27=liquor laws, 28=sex offenses, 29=other CINS.

R_CHRGWO	Weapons offenses, coded as 1=yes, 0=no, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped	n/a	n/a
R_CHRGOSO	Other status offenses, coded as 1=yes, 0=no, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped	n/a	n/a
R_CHRGOTH	Other charges (Please Specify in Notes), coded as 1=yes, 0=no, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped	n/a	n/a
R_CHRGNT	Open text field to enter information on local charges	n/a	n/a

15. OPTIONAL Substudy of Treatment Services

XRCID	Research Center Identifier - assigned as CU=1, EU=2, MSU=3, TCU=4, TU=5, UK=6		
XLSID	Local Site ID - assigned by RC to each juvenile justice system site (CHS will replace this with a randomly assigned but still linked ID during de-identification).	n/a	n/a
XLPID	Local Substance Use Treatment Provider ID - assigned by RC to each provider within the juvenile justice system site (CHS will replace this with a randomly assigned but still linked ID during de-identification).	n/a	n/a
XLVID	Local Youth ID - assigned by RC to each unique youth in the site (CHS will replace this with a randomly assigned but still linked ID during de-identification)	n/a	n/a
T_NT	Treatment Record Notes Free text file for any RC specific notes related to record identification (e.g., record system or location)	n/a	n/a
T_SVCTYPE	Substance use treatment service type coded as 1=episode of care, 2=service, 99=other (specify in notes); Note can have multiple overlapping episodes or services by entering more than one row.		
T_SVCBGDT	Treatment service beginning date coded in MM/DD/YYYY format; if a change in level of care (e.g., step up or down) or type of treatment, create a separate row for new status.	dbo_program.programbegindate	dbo_program.programbegindate
T_SVCEENDT	Service ending date coded in MM/DD/YYYY format; if one day, same as begin date (e.g., a single counseling session)	dbo_program.programenddate	dbo_program.programenddate
T_TXLOC	Substance use treatment level of care coded as 1=outpatient, 2=intensive outpatient/day program, 3=group home, 4=residential/inpatient, 99=other (specify in notes), -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped		
T_TXTYPE	Treatment Name or type of treatment coded as from treatment types (see list B), used to address H3 quality measures	n/a	n/a
T_TXNT	Treatment Notes Optional open text field for any other information	n/a	n/a

This is something that appears inconsistent with how we code and collect data.

While the treatment level varies significantly in placement, it is apparently unnoted if the same occurs in the SAU program via TechShare. If there are program levels, we do not at this time collect this information, as far as I can tell, in our electronic data though it might be available in hard copy format.

16. OPTIONAL Substudy of Biological Testing Data in Relational Database (record by test)

XRCID	Research Center Identifier - assigned as CU=1, EU=2, MSU=3, TCU=4, TU=5, UK=6		
XLSID	Local Site ID - assigned by RC to each juvenile justice system site (CHS will replace this with a randomly assigned but still linked ID during de-identification).		N/A

XLPID	Local Provider ID	Local Site Provider ID - assigned by RC to each service provider within the juvenile justice system site; if testing done by juvenile justice system, set to 0. (CHS will replace this with a randomly assigned but still linked ID during de-identification)	N/A	
XLVID	Local Youth ID	Local Youth ID - assigned by RC to each unique youth in the site (CHS will replace this with a randomly assigned but still linked ID during de-identification)		Usually the unique identifier numbers for juveniles are found in the PID and JuvenileID fields. The PID number is generated by the juveniles department. Usually one can find one or the other in the different tables for identifying the juveniles.
B_BIOTYPE	Biological Test Type	Biological test type coded as 1=urine, 2=breath, 3=saliva, 4=blood, 5=hair, 99=other (specify in notes), -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped; Note can have multiple tests on the same date by entering more than one row.	Only Urine Analysis	
B_BIOLOC	Biological Test Location	Biological test location coded as 1=off-site laboratory, 2=on-site laboratory, 3=on-site test, 4=monitoring device, 99=other (specify in notes), -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped; Note can have multiple tests on the same date by entering more than one row	DrugTest.Selection DrugTest.OtherDescription	Check: jcmsEnumeration_DrugTestLocationType (for meaning of the selection field) DrugTest.OtherDescription will give you information for the records that are marked as other in the selection field of the same table.
B_BIOSMPLD	Biological Sample Date	Biological sample date coded in MM/DD/YYYY format based on the date the sample was taken.	DrugTest.TestDate	
B_BIOTROT	Biological Results Date	Biological test results date coded in MM/DD/YYYY format based on the date the test results were returned; longer difference between sample and test result dates associated with less impact on youth.	N/A	
B_BIOALC	Alcohol Results	Whether the biological samples tested positive for alcohol, coded as 2 for positive, 1 for negative, 0 for invalid, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped	DrugTestResult.SubstanceTested & DrugTestResult.Result	
B_BIOAMP	Amphetamine Results	Whether the biological samples tested positive for amphetamines (including methamphetamines), coded as 2 for positive, 1 for negative, 0 for invalid, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped	DrugTestResult.SubstanceTested & DrugTestResult.Result	DrugTestResult.OtherDescription: it is an empty field. For understanding the enumeration you have to check the following tables: jcmsEnumeration_SubstanceTestResultType & jcmsEnumeration_substance
B_BIOCAN	Cannabis Results	Whether the biological samples tested positive for cannabis (including marijuana, blunts, hashish and other forms of THC), coded as 2 for positive, 1 for negative, 0 for invalid, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped	DrugTestResult.SubstanceTested & DrugTestResult.Result	
B_BIOCOC	Cocaine Results	Whether the biological samples tested positive for cocaine (including powder and crack), coded as 2 for positive, 1 for negative, 0 for invalid, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped	DrugTestResult.SubstanceTested & DrugTestResult.Result	
B_BIOOPI	Opioid Results	Whether the biological samples tested positive for opioids (including heroin, prescription drug misuse, and illegal methadone), coded as 2 for positive, 1 for negative, 0 for invalid, -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped	DrugTestResult.SubstanceTested & DrugTestResult.Result	

B_BIOOTH	Other Drug Results	Whether the biological samples tested positive for other drugs (anything other than alcohol, amphetamine, cannabis, cocaine, or opioids) - coded as 2 for positive, 1 for negative, 0 for invalid, -1 information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped	DrugTestResult.SubstanceTested; DrugTestResult.OtherDescription	DrugTestResult.SubstanceTested & DrugTestResult.Result	
B_BIOPCT	Biological PCT positive	Percent of time positive based from continuous biological monitoring (e.g., for SCRAM) or code as -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped		N/A	
B_BIOQNT	Biological Quantitative Results	Biological Quantitative Results - open text field to enter results of quantitative tests including the scale (e.g. BAC, parts per million) or code as -1 Information not collected, -2 Information not accessible, -4 Information Missing, -5 Not Applicable/Skipped		N/A	
B_BIONT	Biological Testing Notes	Optional open text field for any other information; Can indicate types of tests done and/or any other substances used (e.g., K2) here.	DrugTest.Comments	DrugTest.Comments	The field exists but it is just partially filled.

**Dallas County Juvenile Department
Research Agreement**

THIS IS AN AGREEMENT between Dallas County Juvenile Department, hereinafter called the "**Department**", and **Texas Christian University** hereinafter called the "**Researcher**".

WHEREAS, the Researcher has submitted a written request and research proposal to the Department dated December 19, 2014, a copy of which is attached hereto and incorporated by reference as part of this Agreement, and

WHEREAS, the Department has determined that the Researcher's written request and research proposal clearly specifies the information and/or data sought and the research, evaluative, or statistical purposes for which the information and/or data will be used; and

In agreement with Texas Family Code Section 58.0072 [(d)(2)] relating to Texas Juvenile Probation Commission release of data, WHEREAS, the Researcher is a person or entity [governmental entity] authorized in Texas Family Code Section 58.0072 [(d)(2)] which may be granted access to juvenile justice information for research and statistical purposes [by agreement];

The Department and Researcher, make the following agreements:

I.
Purpose.

The purpose of the agreement is to delineate the terms and conditions of an authorized disclosure of confidential juvenile justice information collected by Dallas County Juvenile Department

II.
Confidentiality.

Researcher hereby shall acknowledge the confidential nature of the information disclosed and shall agree to hold and comply with each and every restriction and obligation set forth herein. It is further acknowledged and agreed that the disclosure of information by the Department does not constitute a waiver of any applicable provisions or exceptions to disclosure under Chapter 58 of the Texas Family Code or Chapter 552 of the Government Code, the Public Information Act.

III.A Scope of Department's Release

The Department will supply the following items of information and/or data to the Researcher

3.a.1 (Specified Data)

Leadership and Line Staff. The number of staff participants will vary by research site, but a minimum of 10 staff per site will be recruited across 36 sites. It is expected that there will be approximately 360 staff participants from juvenile justice (JJ) and behavioral health (BH) services organizations from the 36 sites (note that BH services may be offered internally within the JJ agency or external to JJ). In Texas, it is anticipated that up to 60 leadership staff and 150 line staff (e.g., probation officers, counselors) will be eligible to participate. Data to be collected from all sites include (1) organizational information (description of services provided; surveys completed by a site liaison), (2) attitudes toward workplace practices and substance use services provided (surveys completed by all staff), (3) needs assessment group interview (involving leadership staff from JJ and BH agencies), and (4) monthly surveys of progress toward site-selected goals (phone call with site liaison). Additional organizational information will be collected from sites that are randomly assigned to the enhanced implementation strategy arm. The types of data collected from sites in the enhanced arm will include minutes of JJ- TRIALS Team meetings, copies of action plans, sustainability plans, and other JJ-TRIALS Team documents that detail goal setting and progress towards goal attainment. Researchers will directly observe these meetings and keep notes on the activities, progress and problems encountered.

De-identified, Juvenile Records. Each Research Center will obtain de-identified, individual-level data on recidivism and for each step in the behavioral health services continuum on screening, assessment, treatment referral and treatment (initiation, engagement, continuing care) for all youth at study sites involved in probation departments or youth courts. Data are available from the Juvenile Justice Agency's data management information system, including the date of entry into the system, the commission of new offenses, and dates that substance use services (e.g., screening, assessment, referral, treatment initiation) were received.

Researchers will request that de-identified individual-level information on behavioral health services and recidivism be extracted from electronic databases on a quarterly basis. Information about specific variables or data fields requested can be found in Appendix A.

Because data collection is part of a larger Cooperative Study, all data (staff as well as de-identified juvenile records) will be further de-identified (by systematically scrambling participant IDs within study sites) before being shared with the Coordinating Center (Chestnut Health Systems). The coordinating center will not have access to identifying information, nor will they have access to or knowledge of how participant IDs were scrambled.

Direct contact with research subjects
Direct contact research will include the following:

3.b.1 (Specified type of participation and direct contact research)

Data will come from two types of study participants: Active Staff Participants and De-identified Juvenile Records. (1) Leadership and Line Staff: Primary study participants will be executive, management, supervisory, and line staff (e.g., probation officers, counselors) of juvenile justice and behavioral health agencies and may include judges, and court administrators. The number of staff participants will vary by research site, but a minimum of 10 staff per site will be recruited across 36 sites. It is expected that there will be approximately 360 participants from juvenile justice and behavioral health services organizations from the 36 sites. (2) De-identified, Juvenile Records: Secondary data will be collected to examine juvenile offenders behavioral health services outcomes and recidivism.

3.b.2 (Specified scope of participation)

Leadership and Line Staff. The following outline summarizes study activities. Pre-baseline period: Research Centers (RCs) complete a site readiness checklist based on informal interactions with sites. RCs work with sites to set up procedures for extracting quarterly de-identified juvenile records data. Baseline period: Orientation with Leadership Staff. Quarterly extraction of existing records begins. Records dating back to October 1, 2014 will be requested (resulting in a total baseline period of 12 months; 6 retrospective, 6 prospective). Juvenile Justice and Behavioral Health site liaisons begin completion of JJ-TRIALS National Survey excerpts (including site characteristics and information about services needed to inform the site feedback report). Request JJ documentation (referral/cascade specific) that can inform qualitative analysis and needs assessment (written policies, annual report, organizational chart, client flowchart). Year 1: Sites determine staff participants. Quarterly extraction of existing records continues. RC Review of site documents in preparation for needs assessment. Group Interview (needs assessment systems mapping exercise and focus group questions) with key JJ and BH staff (inter-agency workgroup). Administer staff surveys to JJ/BH leadership and line staff. Behavioral Health Training (line staff). Initial Site Feedback Report provided. Goal Selection Support and Data-driven Decision Making (DOOM) Training provided (JJ/BH leadership). Facilitation of DOOM and change teams begins in half of sites (Enhanced Condition). Year 2: Facilitation of DOOM and change teams ends. Administration of end of experiment period data collection activities including administration of staff surveys to JJ/BH leadership and line staff. Post-Experiment period, Year 2: Quarterly extraction of existing records and Monthly site check-ins continue. Data collection activities in preparation for Close-out reports/activities: Re-administration of JJ-TRIALS National Survey excerpts (including site characteristics and information about services needed to inform the site feedback report). Request to JJ for documentation (referral/cascade specific) that can inform qualitative analysis of change since project start. Group Interview (repeat protocol for needs assessment systems mapping exercise and focus group questions) with key JJ/BH staff (inter-agency workgroup). Data Collection ends, Year 2: Monthly site check-ins end. End of post-experiment period data collection activities to JJ/BH leadership and line staff. Second Site Feedback Report provided. Quarterly extraction of existing records ends. Conduct Closeout group interview with key JJ staff.

De-identified, Juvenile Records. Selected fields within youth records will be abstracted and transferred to TCU/IBR via a secure file transfer service (e.g., Sharefile) that uses 256-bit SSL (Secure Sockets Layer) encryption. This is the same security used by financial institutions and many e-commerce sites such as Amazon.com. SSL works by creating a private connection, and each end of the connection is authenticated before transfer begins. Data exchanged between these endpoints can only be decrypted by the intended recipient by using unique decryption keys. TCU research staff will abide by all confidentiality regulations. The data will be password protected and only available to designated research team members.

IV.

Researcher Statement of Data Security

The Researcher shall provide to the Department in a separate written statement the administrative and physical precautions that will be taken to securely protect any data deemed confidential pursuant to this Agreement and/or statutory law. The Researcher's Statement of Data Security, is attached hereto and incorporated by reference as part of this Agreement.

V.

Obligations and General Responsibilities of Researcher

5.3. The Researcher shall:

- 5.3.1. Use the information and/or data provided only for the research, evaluative or statistical purposes described in the Researcher's written request and research proposal incorporated herein by reference as part of this Agreement;
 - 5.3.2. Limit access to the information and/or data to the Researcher and those of the Researcher's employees or associates whose responsibilities cannot be accomplished without such access;
 - 5.3.3. Replace any and all identifying information of any record subject with an alphanumeric or other appropriate code;
 - 5.3.4. Immediately notify the Department of any material changes in the purposes or objectives of its proposed research or in the manner in which the information and/or data will be used;
 - 5.3.5. Prohibit the disclosure of data in any form which identifies an individual, if applicable; and
 - 5.3.6. Prohibit the disclosure, access, distribution, review, copying or duplication of information or data provided other than for the stated research, evaluative, or statistical purpose;
 - 5.3.7. Secure a written agreement that contains a provision that restricts removal and portability of information and/or data by a student, faculty member, employee or associate after his or her affiliation, association or employment with an authorized entity, college or university has ended;
 - 5.3.8. Provide a draft copy of the research report, article or publication prior to dissemination; and
 - 5.3.9. Destroy any and all data files when the stated research, evaluative, or statistical purpose has been completed.
-

- 5.4 The Researcher shall not:
- 5.4.1 Disclose any of the information and/or data in a form which is identifiable to an individual in any project report or in any other manner whatsoever; and
 - 5.4.2 Make copies of any of the information and or data provided other than that necessary for research, evaluative, or statistical purposes or directly or indirectly transfer, disseminate or disclose data files, computer diskettes, physical records or copies of any information to any person, firm, other business or governmental entity for any purpose without the Department's prior written consent;
- 5.4 In the event the Researcher deems it necessary, for the purposes consistent with this Agreement, to disclose the information and or data to any other person or entity, including but not limited to student researchers, associates, collaborators, and/or subcontractors, the Researcher shall:
- 5.4.1 Secure the written agreement of any such person or entity to comply with all terms of this Agreement as if they were the Researcher named herein;
 - 5.4.2 Submit such written agreement to the Department with a request for its written consent;
 - 5.4.3 Prohibit disclosure any of the information and/or data until the Department has provided such written consent; and
 - 5.4.4 Notify the Department immediately upon discovery of any unauthorized use or disclosure or of any other breach of this agreement by Researcher's associates, collaborators, subcontractors or other persons, and will cooperate with the Department to regain possession and/or prevent its further unauthorized use or disclosure.

VI.

Department's Right to Monitor Research Activities

The Researcher shall further agree that the Department shall have the right, at any time, to monitor, audit, and/or review the activities and policies of the Researcher (or any person or entity granted access to information and/or data under Section 5.4, above) in order to assure compliance with this Agreement. The Department shall reserve the right to review Researcher's work, including but not limited to project findings and reports, prior to dissemination or publication.

VII.

Department's Right to Terminate

In the event the Researcher fails to comply with any term of this Agreement the Department shall have the right to take such actions, as it deems appropriate including termination of this Agreement. Department may at its option, without cause and without prejudice to any other remedy to which it may

be entitled in law or in equity or elsewhere under this agreement, terminate this agreement, in whole or in part, by giving 30 calendar days notice thereof to the other party. If the Department terminates this Agreement, the Researcher (or any person or entity granted access to the information and/or data) shall return all information and/or data to the Department including all originals, copies, extracts, or other forms and/or formats. The confidentiality provisions contained herein shall survive upon termination of the Agreement.

VIII. Notice

Any notice or certification required or permitted to be delivered under this Contract shall be deemed to have been given when personally delivered, or if mailed, seventy-two (72) hours after deposit of the same in the United States Mail, postage prepaid, certified, or registered, return receipt requested, properly addressed to the contact person shown at the respective addresses set forth below, or at such other addresses as shall be specified by written notice delivered in accordance herewith:

To COUNTY:
Dallas County Juvenile Department
Attn: Karen Ramos
Henry Wade Juvenile Justice Center
2600 Lone Star Drive, Box 5
Dallas, TX 75212

To RESEARCHER:
Institute of Behavioral Research
Attn: Jennifer Becan, Ph. D.
TCU Box 298740
Fort Worth, TX 76129

IX **Hold Harmless**

The Researcher shall defend, protect, and hold harmless the Department or any of its employees from any claims damages or other liability arising as a result of disclosure by the Researcher of any information received pursuant to this agreement or for acts of the Researcher which are libelous or slanderous or violates a right of confidentiality. The Department makes no representations or warranties, express or implied, as to the accuracy and completeness of the information disclosed. Researcher acknowledges and agrees that the Department shall not be responsible for Researcher reliance on the information and/or data provided.

X **Indemnification**

Researcher, to the fullest extent allowed by law, agrees to indemnify and hold harmless DALLAS COUNTY, Dallas County Juvenile Board, Dallas County Juvenile Department, its assigns, officers,

directors, employees, agents, representatives (referred collectively in this Section as county"), against all claims, demands, actions, suits, losses, damages, liabilities, costs, and/or expenses of every kind and nature (including, but not limited to court costs, litigation expenses and attorney's fees), incurred by or sought to be imposed upon County because of injury (including death), or damage to property (whether real, personal or inchoate), arising out of or in any way related (whether directly or indirectly, causally or otherwise) to any act or omission by Researcher in performance of this Agreement and/or Program, except to the extent such liability, damage, fine or expense is the result of negligent acts or omissions of the County

XI.
Governing Law and Sanctions

This agreement is being executed, delivered and performed in the State of Texas. The laws of the State of Texas shall govern the validity, construction, enforcement and interpretation of this agreement. Proper venue for any litigation arising from this agreement shall be in Dallas County, Texas. Researcher shall further acknowledge and agree that failure to comply with the terms of this Agreement, including any misuse or wrongful disclosure may result in administrative or legal action and may subject the Researcher to civil or criminal penalties imposed by state or federal law.

XII.
Sovereign Immunity

This Agreement is expressly made subject to County's sovereign immunity, Title 5 of the Texas Civil Remedies Code and all applicable State and Federal law. The parties expressly agree that no provision of this Agreement is in any way intended to constitute a waiver of any immunities from suit or from liability that the parties or the County has by operation of law. Nothing herein is intended to benefit any third-party beneficiaries to this Agreement.

XIII.
General.

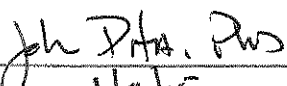
This document constitutes the complete and final agreement between the Department and Researcher. Any other oral or written agreements between the parties concerning the subject matter of this agreement are of no force or effect after the effective date of this agreement. Researcher and the Department agree that any modifications or amendments to this agreement must be in writing and signed by both parties. Neither this agreement nor any duties or obligations herein shall be assignable by the Researcher without express, prior written approval from Department.

The parties here to in their capacities as stated, affix their signatures and bind themselves to the terms of this agreement

Dallas County Juvenile Department as an authorized by the Department's Executive Director:

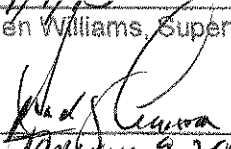
By: 
Date: 1/9/15
Dr. Terry S. Smith, Executive Director

By: 
Date: 1/9/15
Ms. Karen Ramos, Deputy Director of Executive and Administrative Services

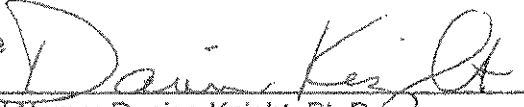
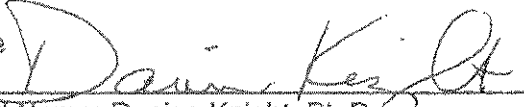
By: 
Date: 1/9/15
Dr. John Pita, Chief Psychologist

By: 1/9/2015
Date: 
Dr. Kara Sutton, Manager of Research and Statistics

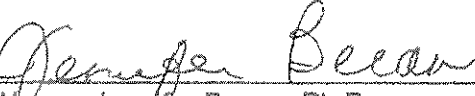
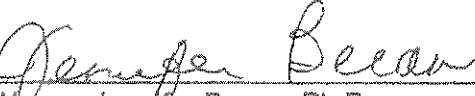
By: 
Date: 1/9/15
Ms. Carmen Williams, Supervisor of Budget Services

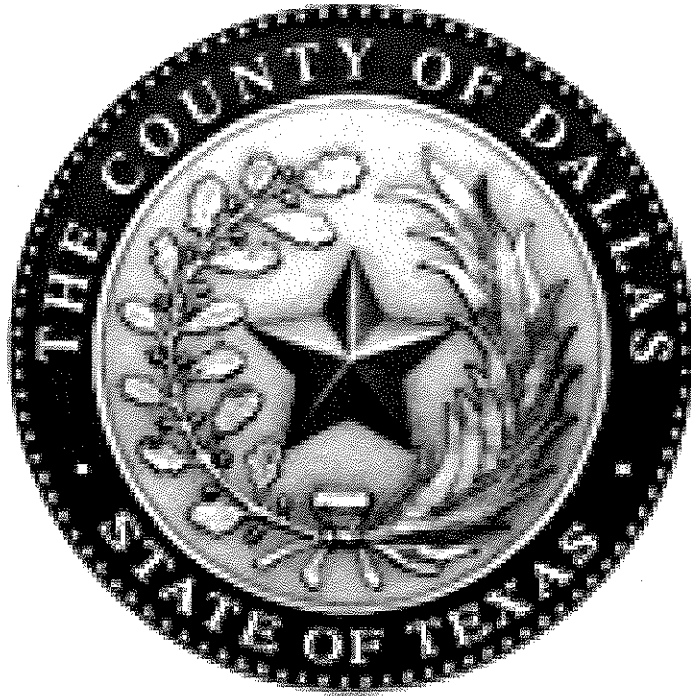
By: 
Date: January 9, 2015
Mr. Rudy Acosta, Deputy Director of Probation Services

RESEARCHER,

Name 
By: 
Typed Name: Danica Knight, Ph.D
Title: Principal Investigator
Date: 1/9/15

RESEARCHER,

NAME 
By: 
Typed Name: Jennifer Becan, Ph.D.
Title: Project Director/Research Scientist
Date: 1/9/15



ACTION ITEM

H.



**DALLAS COUNTY
JUVENILE DEPARTMENT**

Dr. Terry S. Smith
Director Juvenile Services
Chief Juvenile Probation Officer

Henry Wade Juvenile Justice Center
2600 Lone Star Drive, Box 5 Dallas, Texas 75212

Date: January 26, 2015

To: Dallas County Juvenile Board

From: Dr. Terry S. Smith, Director

Re: Reauthorization of Dallas County Juvenile Department Purchasing Authorization

Background of Issue

Historically, the Juvenile Board grants authorization to utilize a modified purchasing system to expedite purchases and to pay invoices. To date, this system has been effective in creating a more responsive purchasing process. With the utilization of the modified system, there have been no significant challenges encountered. This practice has not circumvented the enforcement of the Local Government and Dallas County Purchasing policies and procedures. Items to be purchased and invoices to be paid were accounted for in the various line items of the Juvenile Department's Budget.

The purpose of this briefing is to request Juvenile Board authorization to extend the previously approved modification to the purchasing process used to facilitate the expeditious ordering of needed supplies and paying invoices.

Impact on Operations and Maintenance

The Juvenile Department's FY2015 budget was approved by the Juvenile Board during the June 23, 2014 Juvenile Board meeting. The budget briefing included a proposed line item budget of expenditures for Juvenile Board's approval. The Purchasing Department, in accordance with purchasing policies and procedures, requires a Juvenile Board Order or Commissioners Court Order when purchasing items outside of basic office supplies and copier paper, and in some cases a contract to purchase materials and supplies, and / or to pay outstanding invoices. Additionally, orders that exceed \$50 require Commissioners Court approval. The fact that the Juvenile Board meets monthly, could keep some orders for needed supplies and materials from being processed expeditiously.

Basic supplies and materials are ordered in advance to ensure that staff have the necessary resources to restore youth, facilitate a safe community, and have the necessary resources to complete assigned task and duties during the Juvenile Department's day-to-day operations. Some resources are needed to be in compliance with licensing and standards while others will increase staff efficiency and are cost effective.

To ensure that all purchase requests are consistent with the Juvenile Department's approved budget, appropriate staff members have received training related to their specific line item budget and have also been provided detailed copies of their respective budgets. Moreover, these staff members have been provided detailed information on the purchasing process. Each purchasing request or payment is accompanied by appropriate documentation asserting that the identified items were included in the approved budget.

*To assist referred youth in becoming productive,
law abiding citizens, while promoting public safety and victim restoration.*

214-698-2200 Office **214-698-5508 Fax**

The Department is recommending extension of the policies previously approved by the Board. These purchasing procedures are summarized below.

- (1) \$0.01--\$500. Purchases in this range may be purchased via a standing Juvenile Board Order that authorizes payments for items reflected in the Board approved Juvenile Department Budget.
- (2) \$500.01--\$1,000. Purchases in this range require the Department Head's signature and the standing Juvenile Board Order in 1 above.
- (3) \$1,000.01--\$3,500. Purchases in this range require a signed authorization by the Juvenile Board Chair. The standing board order will have given the Juvenile Board Chair authorization to sign approving purchases in this range.
- (4) \$3,500.01--and above. Purchases in this range requires a traditional Juvenile Board briefing and order. These purchases must be in compliance with Dallas County and Local Government Code purchasing policies and procedures.

Strategic Plan Compliance

This request conforms to the Dallas County Strategic Plan – Vision 3: *Dallas County is safe, secure, and prepared, as evidenced by maximizing the effectiveness of the County's criminal justice resources.*

Legal Information

Dallas County purchasing policies and procedures as well as Local Governments Purchasing Codes require that all purchases be made from a contract vendor or purchased through a purchasing agent of the County. In addition, purchases over \$50 require Commissioners Court approval. The extension requested will not circumvent or violate any previously mentioned purchasing policies or procedures.

Financial Impact/Considerations

The modification requested does not require any additional funding. The cost for any materials or supplies ordered or invoices to be paid was accounted for under specific line items in the Juvenile Department's approved budget.

Performance Impact Measures

Approval of this recommendation will ensure that staff have the necessary resources to complete assigned tasks and duties during the Juvenile Department's day-to-day operations.

Project Schedule/Implementation

Project Schedule/Implementation is not applicable to this issue.

M/WBE Information

M/WBE Information is not applicable to this issue.

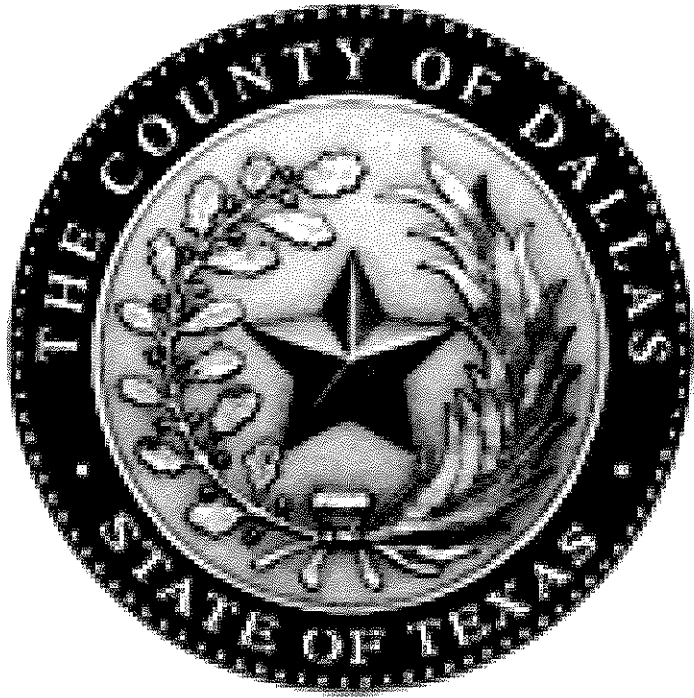
Recommendation

It is recommended that the Juvenile Board approve the attached modified approval process for ordering needed supplies and materials.

Recommended By:



Dr. Terry S. Smith, Director
Dallas County Juvenile Department



ACTION ITEM

I.



**DALLAS COUNTY
JUVENILE DEPARTMENT**

Dr. Terry S. Smith
Director Juvenile Services
Chief Juvenile Probation Officer

Henry Wade Juvenile Justice Center
2600 Lone Star Drive, Box 5 Dallas, Texas 75212

MEMORANDUM

DATE: January 26, 2015
TO: Dallas County Juvenile Board
FROM: Dr. Terry S. Smith, Director
SUBJECT: Approval to Conduct 15th Annual Conference on the Treatment of Juveniles with Sexual Behavior Problems: May 7-8, 2015

Background:

The Clinical Services Division of the Juvenile Department is a leader in the treatment of juveniles with sexual behavior problems, having delivered training and presentations to professional associations and giving testimony before the State Legislature regarding specialized treatment. In order to provide quality professional development to our Psychology Division, probation staff, and the community, as well as remaining abreast of the most recent research and developments in the field of juvenile sex offenders, the department began offering an annual conference on the treatment and supervision of juvenile sex offenders in 1998. These annual conferences are highly successful and draw participation from throughout the state. The Dallas County Juvenile Board has previously allowed the department to charge a minimal registration fee to attend this conference. These conferences have been attended by approximately 100 or more participants and all costs associated with the conference were covered by the registration fees.

The Juvenile Department is requesting permission to conduct its 15th Annual Conference on the Treatment of Juveniles with Sexual Behavior Problems.

Impact on Operations:

The 2015 workshop is scheduled for May 7-8, 2015, and will be held at the Henry Wade Juvenile Justice Center. The Juvenile Department's Training Unit will coordinate the logistical arrangements and the Clinical Services staff will determine the content of the conference and the recruitment of speakers. Participants will receive 14 continuing education units (CEUs) for the two day event. CEU hours will apply to the required training hours for Licensed Sex Offender Treatment Providers, Licensed Professional Counselors, Psychologists, Texas Juvenile Justice Department (TJJD) Parole Officers, and Juvenile Probation Officers.

Strategic Plan Compliance

This request conforms with Dallas County Strategic Plan, Vision 3.1: *Synergize public safety programs and services across the County.*

Financial Impact:

The Juvenile Department will charge external workshop attendees a \$270 registration fee for both days and a \$160 registration fee for one day. There will be a discount for early registration as well as group discounts. The early registration fee for one day is \$145 and is \$240 for two days. Students will be charged a 2-day conference fee of \$130 and 1-day conference fee of \$100. Group discounts range from a \$10 to \$40 discount depending on the number of individuals in the group and how early they register. Approximately 100 participants are expected to attend, which includes 50 internal Juvenile Department employees who will not be charged a fee to attend. Registration fees will be deposited into project account No. 94022 maintained by the County Auditor's Office. Expenses related to this event will be dispersed from this account and will have no adverse fiscal impact on Dallas County. Any proceeds remaining after expenses will be utilized to pay costs associated with staff development, training, or the purchase of supplies, materials, or equipment for the department's Training or Clinical Services Units.

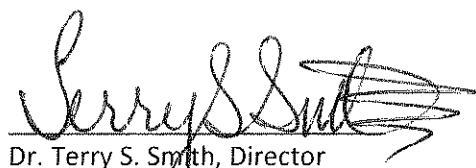
Legal Impact:

Dallas County internal control system and local government code require Juvenile Board authorization order to engage in account payable or account receivable transactions associated with this event. Additionally, future utilization of surplus revenue associated with this event requires the same approval.

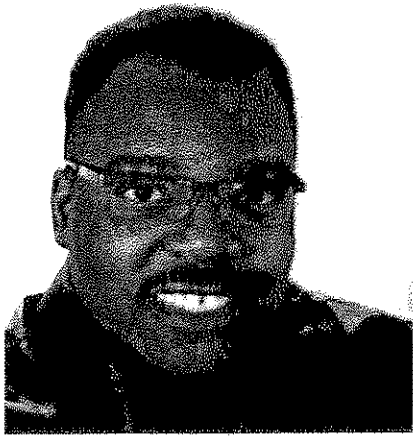
Recommendation:

It is recommended that the Dallas County Juvenile Board approve the Juvenile Department's request to host the 15th Annual Conference on the Treatment of Juveniles with Sexual Behavior Problems scheduled for May 7-8, 2015, and to charge attendees other than the internal Juvenile Department staff a \$270 registration fee for both days and \$160 registration fee for one day or a discounted rate for early registration as well as group registrations. It is also recommended that the Dallas County Auditor be authorized to utilize project account No. 94022 for accepting registration fees and paying expenses associated with the conference. Further, it is requested that the Dallas County Juvenile Department be allowed to utilize any funds remaining after payment of all expenses to pay for further staff development and training, or the purchase of supplies, materials or equipment for the department's Training Unit or Clinical Services Units.

Recommended by:


Dr. Terry S. Smith, Director
Dallas County Juvenile Department

**To assist referred youth in becoming productive,
law abiding citizens, while promoting public safety and victim restoration.**



Dr. Lee Underwood

Professor (2004)

Areas of Interest

- Juvenile Justice and Metal Health
- Juvenile Sex Offenders
- Cultural Competence & Human Relationship Skills
- Program Evaluation and Design
- Gender Specific and Trauma Informed Care
- Residential Models of Care for At-Risk Adolescents
- Evidenced-based Treatments for Juvenile Offenders
- Screening and Assessing the Mental Health Needs of Adolescents

To me, love, life and laughter are my motto - all within the context of relationships. Teaching at Regent has allowed opportunities to invest these values in the lives of students — this is indeed my passion! These values were distilled in me at an early age. Born in Fort Wayne, Ind., the second born of six children, four boys and two girls, my parents stressed relationship within the context of ambition as the primary way to achieve passion. My quest to integrate relationship and passion continued through high school, college and graduate school. As a profession, I chose counseling with an emphasis in biblical counseling during my undergraduate studies. During college, I applied the values of relationship and passion serving as the first Youth Pastor for True Love Missionary Baptist church in Fort Wayne, Ind.

I continued training at the graduate level in counseling and clinical psychology. In this, I directed much of my energy and passion toward research concerning serious mental health and antisocial behaviors in adolescents; violent and chronic juvenile offenders; sexually aggressive youth; youths presenting psychiatric emergencies; co-occurring mental health and substance abuse disorders of adolescents; maltreating families; screening and assessment of co-occurring disorders; suicide awareness and crisis response education; program design and evaluation of juvenile justice-involved youth; and the development of clinically effective treatments and protocols. I have written extensively on mental health needs of adolescents including residential care, screening and assessment, ethnic minority youth, co-occurring mental health and substance use, sexual aggression, and trauma.

I love my relationship with Regent University as the School of Psychology & Counseling's programs focus on mentoring students into "greatness." I serve as chairperson of several doctoral dissertation projects. I teach clinical courses including Psychopathology, Advanced Assessment Techniques, Child and Adolescent Psychotherapy, Community Counseling, Consultation Practices & Supervision and Program Evaluation. Inspirations for my work come from my life experiences and from the pain of those whom I serve. I try to capture a moment from a life event and convert it into an emotion that I later express in my work. Reliance on God's direction, research and the art of counseling is involved in all my work. Clinical procedures with youth and educational topics with my students are drawn from various resources ranging from previous clinical experience to current events.

I live in Virginia Beach, Va., with my wife, Dr. Christina Underwood, a child and adolescent psychiatrist, and our two children, Braxton and Brittanie. To me, love, life and laughter are my motto!

Lee A. Underwood, Psy.D.
Licensed Clinical Psychologist (AZ, VA, OH, MI)
Certified Sex Offender Treatment Provider (VA)
E-mail: leeunde@regent.edu

EDUCATION:

Psy.D. (Doctor of Psychology), 1993
(APA Accredited)
Wright State University
School of Professional Psychology
Dayton, Ohio

M.A. Counseling and Family Services, 1988
CBN University
School of Education
Virginia Beach, Virginia

B.S. Counseling, 1986

Fort Wayne Bible College
Fort Wayne, Indiana

SUMMARY OF ACHIEVEMENTS & SEMINAL WORK:

Researcher/Faculty Activities:

Full tenured Professor

50 published journal articles

2 published textbooks

10 Governmental Technical Reports

Director of Research Center for Addictions & Offenders

Journal Editor of two journals

Initiated CACREP accredited PhD program in Counselor Education & Supervision

Program Development/Evaluation/Activities:

Federal Department of Justice

State Departments of Juvenile Justice

Federal Partners: SAMSHA, CSAT, AIR, GAINS Center

Residential models of care

Louisiana sex offender program evaluation report

Trauma-based theoretical curriculum

Sex Trafficking treatment curriculum

Sexually Maladaptive Behavior treatment curriculum

Co-Occurring treatment curriculum

Clinical Administrator Activities:

Owner Operator USA Consulting firm

Strategic planning & vision casting

Corporate Director of Clinical Operations

Executive Clinical Director

Policy & Procedural manuals

Training & Development

Administrative & Clinical Supervision

Residential treatment program development

Ministry Activities:

Youth & Young Adult Pastor

Youth conferences

Bible study instructor

Marriage retreats

Men's retreats

PROFESSIONAL EXPERIENCE:

Current Responsibilities:

Regent University School of Psychology & Counseling August 1999 to December 2002 Virginia Beach,

Virginia July 2004 to present

Supervisor: James Sells, Ph.D., Director of Counseling Programs &

William Hathaway, Ph.D., Dean of the School of Psychology & Counseling

Professor of Counseling & Psychology

(July 2004 to present)

Clinical Training Director of Doctoral Program (CES)

(July 2007 to July 2011)

Program Chair, MA & Ph.D. Counseling Programs (Community & School tracks)

(September 1999 to December 2002)

Description:

Regent University is a university that focuses on mentoring, teaching, and research activities. Its MA in Clinical and School Counseling is CACREP accredited, its Psy.D. in Clinical Psychology is APA accredited, and its Ph.D. in Counselor Education & Supervision is CACREP accredited.

Activities:

Tenured Professor. Instructs Child and Adolescent Counseling, Advanced Child & Adolescent Psychotherapy, Advanced Psychopathology, Advanced Assessment Techniques, Community Counseling, Program Evaluation & Consultation Practices, Dissertation Proposal Development, Advanced Quantitative Research Design and Internship. Chair doctoral level dissertation projects and chair the Human Subject Review Committee/Internal Review Board (HSRC/IRB).

Previous Experience:

Policy Research Associates September 1, 1999 to September, 2008

The National GAINS Center

National Center for Mental Health and Juvenile Justice

National Evidence Based Practices (EVP) Center

Delmar, New York

Supervisor: Joe Cocozza, Ph.D., Director, National Center on Mental Health and Juvenile Justice and Co-Director of the National Evidence Based Center (EVB).

Senior Program Consultant

September 1, 1999 to September, 2008

Description:

The National Center for Mental Health and Juvenile Justice and the National EVP Center for People with Co-Occurring (Mental Health & Substance Abuse) Disorders in the mental health and justice system is a partnership between federal and private organizations. The Centers' gather information about mental health and substance abuse services provided in the justice system, tailoring materials to the specific needs of localities, and providing technical assistance to help plan, implement, and operate appropriate cost-effective clinical programs. The Centers serve as a national focal point for information on mental health and juvenile justice, justice involved veterans, undertakes research to fill in gaps in knowledge, and provides assistance to sites across the country seeking to improve their services and strategies for juveniles.

Activities:

Provided technical assistance (research, training, program evaluation, etc.) in mental health, substance abuse and juvenile justice related areas. Conducted on-site consultative services to juvenile justice, criminal justice, mental health and substance abuse agencies on system development and treatment interventions for offenders with co-occurring mental health and substance use disorders.

Education Health Centers of America (EHCA) July 1, 2002 to July 1, 2004

Corporate Director of Clinical Operations

Roseland, New Jersey

Supervisor: Robert Mackey, Ph.D., Senior Vice President for Clinical Services, Quality Assessment & Research

Description:

Education Health Centers of America (EHCA) and Community Education Services (CEC) is a national health care and corrections organization that manages a spectrum of treatment services for adolescents and adults in community and correctional residential facilities.

Activities:

Executive Officer for EHCA. Provided clinical oversight of ethnic diverse adolescent males and adult correctional residential group care treatment programs including administrative supervision of clinical and program managers. Developed research protocols, developed and oversaw grants, created clinical and program policies, procedures and plans for (20,000 total residential and correctional beds) adolescent and adult mental health, sex offending, fire setting and substance using offenders.

Rutgers University January 1, 2004 to September 1, 2005

Graduate School of Criminal Justice

Adjunct Professor

Newark, New Jersey

Supervisor: Bonita Veysey, Ph.D., Associate Dean of the School of Criminal Justice

Description & Activities:

Adjunct Professor. Rutgers University School of Criminal Justice is a graduate program focusing on teaching and research activities. Instructed Offender Rehabilitation and Multicultural Counseling.

Louisiana State University (LSU) September 1, 2002 to January 1, 2006

Health Science Center (HSC)

Juvenile Corrections Program (JCP)

Visiting Professor

New Orleans, Louisiana

Supervisor: Debra DePrato, MD, Program Director of LSUHSC Juvenile Corrections Program

Description & Activities:

Adjunct Professor. Taught seminar classes to medical students, psychology graduate students, mental health providers, and corrections providers in the area of assessment techniques, suicide awareness and crisis response education, multi-cultural competency, managing aggressive behavior, accommodating the mental health needs of juveniles and trauma informed strategies.

First Healthcare Corporation (FHC)

Alternative Behavioral Services (ABS) First Corrections Corporation (FCC)

Executive Clinical Director, Pines Treatment Center (February 1, 1998 to October 2001)

Consulting Program Associate, First Corrections Corporation (September 1, 2000 to May 1 2002)

Norfolk, Virginia

Supervisor: Ed Irby, CEO, Alternative Behavioral Services (ABS)

Description:

First Corrections Corporation and the Pines Residential Treatment Center is a subsidiary of ABS, a healthcare and corrections agency that manages a spectrum of treatment services for children and adolescents in community and correctional residential facilities.

Activities:

Executive Clinical Director. Administered 350 bed multi-programs and served as subject matter expert in program design, evaluation, and implementation for male and female youth in residential treatment. Directed and implemented clinical and program services for a 100 bed program for ethnic diverse adolescent males with severe mental illness and delinquent behavior.

Ohio Department of Youth Services (ODYS) October 13, 1993 to January 13, 1998**Director of Clinical Services**

Columbus, Ohio

Supervisor: Brenda Cronin, Assistant Director of Youth Services

Description:

The Ohio Department of Youth Services is statutorily mandated by the Ohio Revised Code to confine felony offenders, ages 12-21, adjudicated and committed by Ohio's County Juvenile Courts. The Ohio Department of Youth Services operates multiple juvenile correctional institutions.

Activities:

Managing Officer for the Ohio Department of Youth Services. Supervised administrators in the following areas: Psychological Services, Substance Abuse Services, Sex Offender Services, Social Services, Intellectual Delayed/Developmental Disability Services, Juvenile Correctional Officer Services, and Suicide Awareness and Crisis Response Education Services.

PREVIOUS PROFESSIONAL EXPERIENCES:**Clinical Positions:**

The Therapy Center Outpatient Private Practice May 1999 to May 2002

Consulting Clinical Psychologist

Norfolk, Virginia

John P. Layh, Ph.D. & Associates June 1990 to June 1999

Clinical Consulting Psychology

Outpatient Private Practice

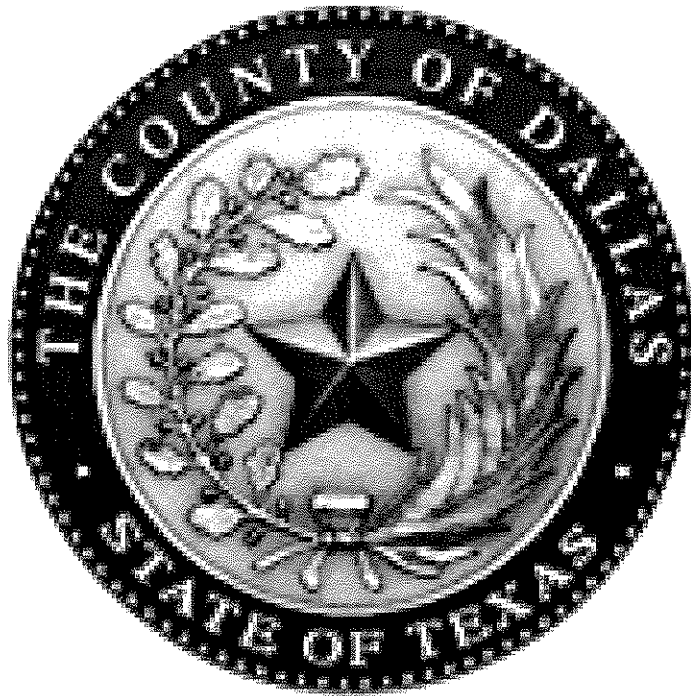
Consulting Clinical Psychologist

Yellow Springs, Ohio

Interact Behavioral Healthcare Services March 1996 to July 1, 1997

Outpatient Private Practice

Consulting Clinical Psychologist & Faculty of APA Pre-Doctoral Psychology



ACTION ITEM

J.



**DALLAS COUNTY
JUVENILE DEPARTMENT**

Dr. Terry S. Smith
Director Juvenile Services
Chief Juvenile Probation Officer

Henry Wade Juvenile Justice Center
2600 Lone Star Drive, Box 5 Dallas, Texas 75212

MEMORANDUM

Date: January 26, 2015
To: Dallas County Juvenile Board
From: Dr. Terry S. Smith, Director
Subject: Juror Fund Recommendation for Fiscal Year 2015 Amendment #1

Background of Issue:

The Juror Fund program began in FY1991 and allows jurors the option of donating their juror per diem back to Dallas County. Juror Fund monies designated for the Dallas County Juvenile Department's use are allocated to service programs focusing on new or innovative approaches in assisting youth and the provision of services which are not currently provided through the County budget. Administrative management of the Juror Fund program has been facilitated by the Youth Services Advisory Board (YSAB) with the assistance of the Grant Services Division of the Dallas County Juvenile Department. Final approval of funding initiatives is granted by the Dallas County Juvenile Board and Commissioners Court. The Youth Services Advisory Board did not meet at its regularly scheduled time in November. The Juvenile Board approved funding recommendations for the Juror Fund at its November 24, 2014 meeting (JB Order 2014-158). The YSAB met on December 15, 2014 and ratified all of the applications with exception of the Evening Reporting Center and the Crane Memorial Emergency Fund. At its December meeting, the board increased the amount of the Crane Memorial Emergency Fund from \$3,000.00 to \$10,000.00. The YSAB approved a revised application for the Evening Reporting Center from \$21,612.00 to \$24,812.00 at its meeting held on January 26, 2015.

1. Evening Reporting Center - \$24,812.00
This grant helps maintain the Evening Reporting Center Program. This grant will cover the costs of healthy dinners for youth in the program, provide these youth with the opportunity to participate in community-based outings, and participate in arts and recreation activities. The intended purpose of the ERC is to decrease the rate of technical violations of juveniles on probation and decrease detention admissions by providing an alternative in the community.
2. Crane Memorial Emergency Fund - \$10,000.00
This program honors the memory of long-time juvenile department volunteer, Mr. Steve Crane. This program will provide assistance to Dallas County Juvenile Department involved youth and their families in times of crisis or unanticipated need. The fund will be utilized at the discretion of the Dallas County Juvenile Department Executive Director or their designee. Dallas County Juvenile Department staff will submit an application for funds on behalf of a child and their family to the Executive Director. The Executive Director will distribute funds on an as needed basis. This fund will enable the department to assist families when all other avenues are exhausted or the need is unique to a youth's personal situation.

The purpose of this brief is to approve the revised allocation for the Evening Reporting Center and the Crane Memorial Fund.

Impact on Operations and Maintenance:

The current request will enhance services to youth. Requests for payments related to these initiatives will continue to be processed by Grant Services and will be executed in accordance with Dallas County policy.

Strategic Plan Compliance:

The current request complies with Dallas County's Strategic Plan, as evidenced by *Vision 3: Dallas County is safe, secured, and prepared.*

Legal Information:

Approval from the Dallas County Juvenile Board and Dallas County Commissioner's Court is required for allocation and expenditure of the Juror Fund.

Financial Impact/Considerations:

All initiatives related to this request will be supported by the Juror Fund (Funding Source 532-94065).


Performance Impact Measures:

Each program presented specific anticipated performance measures in its initial application. They are required to turn in an annual performance measure report to the Youth Services Advisory Board.

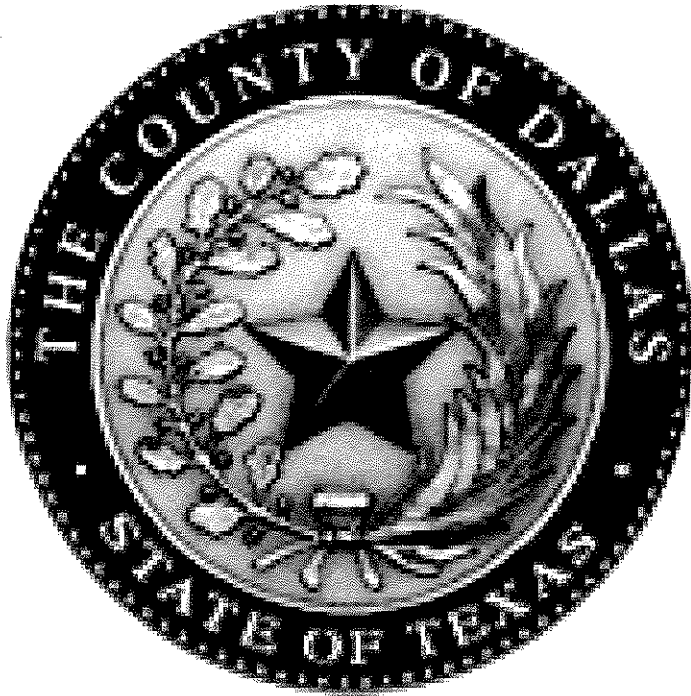
Recommendation:

It is recommended that the Dallas County Juvenile Board approve Amendment #1 to the fiscal year 2015 Juror Fund recommendation.

Recommended by:



Dr. Terry S. Smith, Director
Dallas County Juvenile Department



ACTION ITEM

K.



**DALLAS COUNTY
JUVENILE DEPARTMENT**

Dr. Terry S. Smith
Director Juvenile Services
Chief Juvenile Probation Officer

Henry Wade Juvenile Justice Center
2600 Lone Star Drive, Box 5 Dallas, Texas 75212

MEMORANDUM

Date: January 26, 2015
To: Dallas County Juvenile Board
From: Dr. Terry S. Smith, Director
Subject: Dialectical Behavior Therapy Training - Behavioral Tech, LLC (BTECH) Contract Approval

Background of Issue:

In FY2014, the Texas Juvenile Justice Department established a Mental Health Services Grant (Grant N). This grant provides local juvenile probation departments with funds to increase mental health services and supplement existing mental health services to juveniles under their jurisdiction. Grant N funding for the Dallas County Juvenile Department is used to fund eight positions in the psychology division and the probation Special Needs Unit (SNU) and for specialized training for those units. Throughout the year, the psychology division and SNU participate in specialized mental health trainings in order to enhance mental health services in the department. A portion of the Grant N funding will be used for these trainings as approved by JB Order 2014-1589. One of these trainings will teach all psychology staff the Dialectical Behavior Therapy (DBT) model. This model teaches behavioral skill sets to clients including mindfulness, distress tolerance, interpersonal effectiveness, and emotional regulation through the use of individual therapy and training groups. In this training, psychology staff members will learn how to implement these strategies with clients as well as the stages of the DBT process and how to prioritize treatment goals. The purpose of the brief is to approve the contract for the DBT training facilitated by Behavioral Tech, LLC (BTECH).

Impact on Operations and Maintenance:

In February 2015, the psychology division will coordinate a two day training with BTECH for the psychology staff and interns to learn and implement the DBT model in therapy. During the training, psychology staff will be available for clinical emergencies and will continue groups after training hours.

Strategic Plan Compliance:

This request complies with Vision 3: Dallas is safe, secure, and prepared, by expanding disposition alternatives with regard to treatment for youth/families involved in the juvenile justice system.

Legal Information:

The contract has been approved as to form by Ms. Denika Caruthers, Assistant District Attorney Office, Civil Section. The contract is attached.

Financial Impact/Considerations:

The DBT training, facilitated by BTECH, will be supported by the Mental Health Services Grant (Grant N) from the Texas Juvenile Justice Department (TJJD). The department has allocated \$55,478 for training for the psychology division and special needs unit staff. The expenses for the DBT training will be \$13,000 (\$6,000/day which includes all training materials and guides, plus travel expenses totaling \$1,000 according to the Dallas County policy). The total Grant N funding from TJJD is \$726,380.90.

Performance Impact Measures:

This training allows psychology staff to implement the DBT model in all treatment settings including individual therapy, group therapy, family therapy, and substance abuse interventions.

Project Schedule/Implementation:

The DBT training will take place February 18-19, 2015, at the Henry Wade Juvenile Justice Center located at 2600 Lone Star Dr., Dallas, TX 75212.

Recommendation:

It is recommended that the Dallas County Juvenile Department approve the contract with Behavioral Tech, LLC (BTECH) for Dialectical Behavior Therapy training.

Recommended by:



Dr. Terry S. Smith, Director
Dallas County Juvenile Department

January 6, 2015

Hon. Cheryl Lee Shannon
Chairperson, 305th District Court
Dallas County Juvenile Department
414 S R L Thornton Fwy
Dallas, TX 75203

Dear Judge Shannon,

This shall serve as confirmation and agreement that **Dallas County Juvenile Department** has contracted with **Behavioral Tech, LLC (BTECH)**, to provide the following training and consultation in Dialectical Behavior Therapy (DBT). Description, dates, location and fees are listed below:

Overview Workshop

Description	Dates	Location	Max Attend.	Fees
2-Day Workshop: Overview of DBT	February 18 - 19, 2015	Dallas, TX	50	\$6,000/Day plus travel expenses for 1 trainer*
		TOTAL for Overview Workshop:		\$12,000 + Trainer Travel Expenses

***Behavioral Tech, LLC** shall designate a qualified trainer/qualified trainers to deliver these training and consultation services.

Training Participation

Dallas County Juvenile Department agrees to limit participation in the training and consultation to the maximum number of participants listed in the table above.

Training Logistics

All costs and preparations associated with hosting this training will be incurred solely by **Dallas County Juvenile Department**. These costs may include, but are not limited to, the training site room rental, catering, continuing education, long-distance phone calls and audiovisual equipment.

Use of Behavioral Tech, LLC Training Materials

Behavioral Tech, LLC will provide **Dallas County Juvenile Department** with sets of Behavioral Tech, LLC materials to reproduce and distribute to participants. The Behavioral Tech, LLC training materials are restricted to only those participants who attend the trainings associated with the materials. They may not be copied, distributed, or used for any other purpose. All materials are ©2002-2015 Marsha M. Linehan, Ph.D., ABPP and published by Behavioral Tech, LLC.

Video/Audio Recording

Dallas County Juvenile Department recognizes and agrees that BTECH has a strict policy prohibiting audio or visual recording for all aspects of training provided by BTECH trainers. **Dallas County Juvenile Department** agrees that there will be no recording without permission.

Cancellation Policy

If **Dallas County Juvenile Department** decides to cancel these services after this letter of agreement has been signed, then **Dallas County Juvenile Department** agrees to pay BTECH a \$3,000 cancellation fee and expenses that were originally allowed and incurred under the contract, prior to the date of cancellation.

Travel Expenses

Behavioral Tech, LLC will be incurring certain out of pocket costs and trainers' travel expenses on behalf of **Dallas County Juvenile Department**. Reimbursement for travel expenses will be limited to flight, hotel, car rental, and food. All reimbursement will comply with specified Dallas County reimbursement codes (\$100/night for hotel; \$36/day for food; economy class flight; and compact car for car rentals). **Dallas County Juvenile Department** is responsible for reimbursing these costs directly to **BTECH**.

The trainers' travel expenses are reimbursements by **Behavioral Tech, LLC** and this payment is not taxable revenue. The trainer's travel expenses should not be included on any tax forms submitted to **Behavioral Tech, LLC** at a later date.

Payment

All invoices will be submitted to **Dallas County Juvenile Department**. Payment should be made to "Behavioral Tech, LLC" and is due within 30 days of the onsite the onsite training and consultation. Billing for the trainers' travel expenses will be invoiced separately.

Sovereign Immunity

This Agreement is expressly made subject to County's Sovereign Immunity, Title 5 of the Texas Civil Practices and Remedies Code, and all other defenses applicable to local governmental entities and public officials under federal and state law. Nothing in this Agreement is intended to benefit any third party beneficiary.

INDEMNIFICATION

DALLAS COUNTY, DALLAS COUNTY JUVENILE BOARD, DALLAS COUNTY COMMISSIONERS, ELECTED OFFICIALS, APPOINTED OFFICIALS, OFFICERS, DIRECTORS EMPLOYEES, AGENTS AND REPRESENTATIVES (HEREINAFTER, "INDEMNITEES") SHALL NOT BE LIABLE TO CONTRACTOR, ITS SUBCONTRACTORS, EMPLOYEES, AGENTS, INVITEES, LICENSEES, ASSIGNS OR TO ANY OTHER PERSON WHOMSOEVER OR ENTITY WHATSOEVER, FOR ANY INJURY TO PERSON OR DAMAGE TO PROPERTY, ON OR ABOUT COUNTY PROPERTY, INCLUDING, BUT NOT LIMITED TO, CONSEQUENTIAL DAMAGE: (1) CAUSED BY ANY ACT OR OMISSION OF CONTRACTOR, ITS SUBCONTRACTORS, EMPLOYEES, AGENTS, INVITEES, LICENSEES, ASSIGNS OR OF ANY OTHER PERSON ENTERING COUNTY PROPERTY BY EXPRESS OR IMPLIED INVITATION OF CONTRACTOR OR SUBCONTRACTOR; OR (2) OCCASIONED BY OR THROUGH ANY ACT OR OMISSION OF CONTRACTOR OR ITS SUBCONTRACTOR ON COUNTY PROPERTY OR OF ANY OTHER PERSONS WHOMSOEVER; OR (3) ARISING OUT OF THE USE OF COUNTY PROPERTY BY CONTRACTOR, ITS

SUBCONTRACTORS, EMPLOYEES, LICENSEES, INVITEES OR ASSIGNS; OR (4) ARISING OUT OF ANY BREACH OR DEFAULT BY CONTRACTOR, ITS SUBCONTRACTORS, EMPLOYEES, LICENSEES, INVITEES OR ASSIGNS OF ANY OF THE REQUIREMENTS OR PROVISIONS OF THIS AGREEMENT OR IN THE EXECUTION OR PERFORMANCE OF ITS OBLIGATIONS HEREUNDER; OR (5) OCCASIONED BY OR THROUGH THE USE OF ANY COUNTY PROVIDED UTILITIES, COMPUTERS, SOFTWARE, FIRMWARE, HARDWARE OR ANY VIRUS OR SIMILAR RELATED ITEMS THAT MAY BE CONTRACTED BY CONTRACTOR THROUGH SUCH USE.

CONTRACTOR ASSURES THAT IT IS AN INDEPENDENT CONTRACTOR AND NOT AN AGENT, SERVANT, OR EMPLOYEE OF COUNTY. CONTRACTOR AGREES, AND SHALL REQUIRE ALL SUBCONTRACTORS TO AGREE, TO PROTECT, INDEMNIFY, DEFEND AND HOLD HARMLESS INDEMNITEES AGAINST ALL CLAIMS, DEMANDS, ACTIONS, SUITS, LOSSES, DAMAGES, LIABILITIES, COSTS AND/OR EXPENSES OF EVERY KIND AND NATURE (INCLUDING, BUT NOT LIMITED TO, COURT COSTS, LITIGATION EXPENSES AND ATTORNEY'S FEES) AND ALL RECOVERABLE INTEREST THEREON, INCURRED BY OR SOUGHT TO BE IMPOSED ON INDEMNITEES BECAUSE OF BODILY INJURY (INCLUDING DEATH) OR DAMAGE TO PROPERTY (WHETHER REAL, PERSONAL OR INCHOATE), ARISING OUT OF OR IN ANY WAY RELATED (WHETHER DIRECTLY OR INDIRECTLY, CAUSALLY OR OTHERWISE) TO: (1) THE PERFORMANCE OF, ATTEMPTED PERFORMANCE OF, OR FAILURE TO PERFORM, THE SERVICES UNDER THIS AGREEMENT BY CONTRACTOR, ITS SUBCONTRACTORS, EMPLOYEES, AGENTS, INVITEES, LICENSEES, ASSIGNS OR TO ANY OTHER PERSON WHOMSOEVER AND/OR ANY OTHER PERSON OR ENTITY; (2) THE NEGLIGENT ACT OR OMISSION OF CONTRACTOR, SUBCONTRACTORS, EMPLOYEES, AGENTS, INVITEES, LICENSEES, ASSIGNS IN THE EXECUTION OR PERFORMANCE OF THIS AGREEMENT; (3) THE CONDITION OF THE PREMISES ON WHICH SAID SERVICES ARE BEING PERFORMED; (4) THE SELECTION, PROVISION, USE OR FAILURE TO USE, BY ANY PERSON OR ENTITY, OF ANY POWER SOURCE, HARDWARE, SOFTWARE, TOOLS, SUPPLIES, MATERIALS, EQUIPMENT OR VEHICLES (WHETHER OWNED OR SUPPLIED BY INDEMNITEES, CONTRACTOR, OR ANY OTHER PERSON OR ENTITY) IN CONNECTION WITH SAID SERVICES; (5) THE PRESENCE ON COUNTY PROPERTY OF CONTRACTOR, ITS SUBCONTRACTORS, EMPLOYEES, INDEPENDENT CONTRACTORS, AGENTS, INVITEES, LICENSEES, ASSIGNS OR ANY OTHER PERSON ACTING BY OR ON BEHALF OF CONTRACTOR; (6) THE SERVICES UPON OR ADJACENT TO ALL OR ANY PART OF COUNTY PROPERTY, WHETHER OR NOT CAUSED BY OR CONTRIBUTED TO BY THE PRESENCE IN OR OPERATION OF ANY FACILITY OR ANY OPERATION, STRUCTURE OR FACILITIES OF COUNTY, OR ANY OTHER PARTY, OR BY NEGLIGENCE OR ALLEGED NEGLIGENCE ON THE PART OF INDEMNITEES OR ANY OF INDEMNITEES' AGENTS, EMPLOYEES, CONTRACTORS, SUBCONTRACTORS, INVITEES OR LICENSEES; (7) THE BREACH OF ANY OF THE REQUIREMENTS AND PROVISIONS OF THIS AGREEMENT OR ANY FAILURE OF CONTRACTOR, ITS SUBCONTRACTORS, EMPLOYEES, AGENTS, INVITEES, LICENSEES, OR ASSIGNS IN ANY RESPECT TO COMPLY WITH AND PERFORM ALL OF THE REQUIREMENTS AND PROVISIONS; (8) OCCASIONED THROUGH THE LOSS OF FUNDS OR RIGHTS TO RECEIVE ANY SUM OF MONEY IN ANY FORM OR MEDIUM ARISING OUT OF THE BREACH OF ANY OF THE REQUIREMENTS AND PROVISIONS OF THIS AGREEMENT; AND (9) OCCASIONED BY ANY CIVIL OR CRIMINAL ACTIVITY OR PENALTY UNDER STATE OR FEDERAL LAW BY CONTRACTOR, ITS SUBCONTRACTORS, EMPLOYEES, AGENTS, INVITEES, LICENSEES, OR ASSIGNS ARISING OUT OF THE BREACH OF ANY OF THE REQUIREMENTS AND PROVISIONS OF THIS AGREEMENT. IN ADDITION, CONTRACTOR HEREBY COVENANTS AND AGREES THAT IT WILL HOLD INDEMNITEES HARMLESS FOR ALL PERSONAL PROPERTY OF CONTRACTOR, ITS CONTRACTORS, SUBCONTRACTORS, EMPLOYEES, AGENTS, GUESTS, CONSULTANTS, SUBCONTRACTORS, LICENSEES, SUBLICENSEES, INVITEES OR OTHER PARTY HAVING ANY PERSONAL PROPERTY ON COUNTY PREMISES IN RELATION TO THE CONTRACTOR'S USE OF THE AREA. CONTRACTOR FURTHER AGREES TO DEFEND, AT ITS SOLE COST AND EXPENSE (AT THE ELECTION OF COUNTY), AGAINST ANY CLAIM, DEMAND, ACTION OR SUIT FOR WHICH INDEMNIFICATION IS PROVIDED HEREUNDER.

APPROVAL AND ACCEPTANCE OF CONTRACTOR'S SERVICES BY COUNTY SHALL NOT CONSTITUTE NOR BE DEEMED A RELEASE OF THE RESPONSIBILITY AND LIABILITY OF CONTRACTOR, ITS SUBCONTRACTORS, EMPLOYEES, OFFICERS, AGENTS, INVITEES, LICENSEES OR ASSIGNS FOR THE ACCURACY AND COMPETENCY OF THEIR SERVICES; NOR SHALL SUCH APPROVAL AND ACCEPTANCE BE DEEMED TO BE AN ASSUMPTION OF SUCH RESPONSIBILITY BY THE COUNTY FOR ANY DEFECT, ERROR OR OMISSION IN THE SERVICES PERFORMED BY CONTRACTOR, ITS SUBCONTRACTORS, EMPLOYEES, OFFICERS, AGENTS, INVITEES, LICENSEES OR ASSIGNS IN THIS REGARD. CONTRACTOR SHALL DEFEND, HOLD HARMLESS AND INDEMNIFY THE COUNTY FOR DAMAGES RESULTING FROM SUCH DEFECTS, ERRORS OR OMISSIONS.

WITHOUT IN ANY WAY LIMITING OR RESTRICTING THE INDEMNIFICATION AND DEFENSE AGREEMENTS STATED ABOVE, CONTRACTOR AGREES THAT IT IS THE INTENTION OF THE PARTIES HERETO THAT CONTRACTOR, ITS CONTRACTORS AND SUBCONTRACTORS, AND THEIR INSURERS BEAR THE ENTIRE RISK OF LOSS OR INJURY TO ANY OF CONTRACTOR'S EMPLOYEES, "BORROWED SERVANTS," INDEPENDENT CONTRACTORS, AGENTS, REPRESENTATIVES, SUBCONTRACTORS, VENDORS, MATERIALMEN, OR ANY OTHER PERSON PRESENT ON THE PROPERTY OR PERFORMING ANY OTHER ACT OR SERVICE ON CONTRACTOR'S BEHALF OR AT ITS REQUEST, WHETHER OR NOT ANY SUCH LOSS OR INJURY IS CAUSED IN WHOLE OR IN PART BY ANY NEGLIGENCE OR FAULT OF INDEMNITEES, AND WITHOUT SEEKING ANY CONTRIBUTION THEREFOR FROM INDEMNITEES OR ITS INSURERS.

THESE PROVISIONS SHALL APPLY, WHETHER OR NOT ANY SUCH INJURY OR DAMAGE HAS BEEN, OR IS ALLEGED TO HAVE BEEN, CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OR FAULT OF INDEMNITEES, OR ON ANY OTHER THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INTENTIONAL WRONGDOING, STRICT PRODUCTS LIABILITY, OR THE BREACH OF A NON-DELEGATABLE DUTY.

THESE PROVISIONS SHALL SURVIVE TERMINATION, EXPIRATION OR CANCELLATION OF THIS AGREEMENT OR ANY DETERMINATION THAT THIS AGREEMENT OR ANY PORTION HEREOF IS VOID, VOIDABLE, INVALID OR UNENFORCEABLE.

Insurance

Within ten (10) days after the effective date of this Agreement, Contractor shall furnish, at its sole cost and expense, the following minimum insurance coverage. Such insurance is a condition precedent to commencement of any services. Contractor shall, in the stated ten (10) day period, furnish to the Dallas County Purchasing Agent verification of the insurance coverage in the type and amount required herein, meeting all conditions in this Agreement, by an insurance company acceptable to County and authorized to do business in the State of Texas. Such insurance shall show the County as the certificate holder (general liability insurance). Coverage dates shall be inclusive of the term of the Agreement and each renewal period, if any.

I. The following minimum insurance coverage is required:

- (a) Commercial General Liability Insurance, including Contractual Liability Insurance. Commercial General Liability Insurance coverage for the following: (1) Premises Operations; (2) Independent Contractors or Consultants; (3) Products/Completed Operations; (4) Personal Injury; (5) Contractual Liability; (6) Explosion, Collapse and Underground; (7) Broad Form Property Damage, to include fire legal liability. Such insurance shall carry limits of One Hundred Thousand and 00/100 Dollars (\$100,000.00) for bodily injury and property damage per occurrence with a general aggregate of Three Hundred Thousand and 00/100 Dollars (\$300,000.00) and products and completed operations aggregate of One Hundred Thousand and 00/100 Dollars (\$100,000.00). There shall not be any policy exclusion or limitations for personal injury, advertising liability, medical payments, fire damage, legal liability, broad form property damage, and/or liability for independent contractors or such additional coverage or increase in limits specifically contained within the bid specifications.

This insurance must be endorsed with a Waiver of Subrogation Endorsement, waiving the carrier's right of recovery under subrogation or otherwise from County.

- (b) Commercial Automotive Liability Insurance. Prior to using or causing to be used a motor vehicle other than a vehicle for hire (cab), Contractor shall furnish to the County a certificate showing commercial automotive liability insurance covering all owned, hired, and non-owned vehicles (excluding cabs) used in connection with the services performed under this Agreement, with the minimum limits of One Hundred Thousand and 00/100 Dollars (\$100,000.00) each person and Three Hundred Thousand and 00/100 Dollars (\$300,000.00) each accident for bodily injury and One Hundred Thousand and 00/100 Dollars (\$100,000.00) each occurrence for property damage or a combined single limit for bodily injury and property damage liability in a minimum amount of Four Hundred Thousand and 00/100 Dollars (\$400,000.00).

This insurance must be endorsed with a Waiver of Subrogation Endorsement, waiving the carrier's right of recovery under subrogation or otherwise from County.

- (c) Professional Liability: Errors or Omissions Insurance. Contractor shall indemnify County for damages resulting from the failure to use due care and professional skill in rendering professional services to clients, which shall insure against defects, errors, or omissions, and shall secure, pay for, and maintain in full force and effect during the term of this Agreement and any subsequent extensions hereto and thereafter for an additional five (5) years from the effective date of cancellation, termination, or expiration of this Agreement or any subsequent extensions hereto, sufficient errors and omissions insurance in a minimum amount of One Million and 00/100 Dollars (\$1,000,000.00) single limit with certificates of insurance evidencing such coverage to be provided to County.

2. Contractor agrees that, with respect to the above-referenced insurance, all insurance contracts will contain the following required provisions:

- (a) Name Dallas County, its elected officials, appointed officials, officers, directors, employees, agents, representatives, and volunteers as additional insureds (as the interest of each insured may appear) as to all applicable coverage.
- (b) Provide for thirty (30) days prior written notice to the County for cancellation, non-renewal or material change, or ten (10) days for non-payment of premium.
- (c) Provide that the inclusion of one or more persons, corporations, organizations, firms or entities as insureds under this policy shall not in any way affect the right of any such person, corporation, organization, firm or entity with respect to any claim, demand, suit, or judgment made, brought or recovered in favor of any other insured.
- (d) Provide that this policy shall protect each person, corporation, organization, firm or entity in the same as though a separate policy had been issued to each, provided that its endorsement shall not operate to increase the insurance company's limits of liability as set forth elsewhere in the policy.
- (e) Provide for an endorsement that the other insurance clause shall not apply to the County where the County is an additional insured on the policy.
- (f) Provide for notice to the County at the address shown below by registered mail.
- (g) Each applicable policy of insurance shall contain a waiver of subrogation if required above under subsection 1, and Contractor agrees to waive subrogation against County, its elected officials, appointed officials, officers, directors, employees, agents, representatives, and volunteers for injuries, including death, property damage, or any other loss.

3. Contractor shall be solely responsible for all cost of any insurance as required here, any and all deductible amount, which in no event shall exceed ten percent (10%) of the amount insured and in the event that an insurance company should deny coverage.
4. It is the intent of these requirements and provisions that insurance covers all cost and expense so that the County will not sustain any expense, cost, liability or financial risk as a result of the performance of services under this Agreement.
5. Except as otherwise expressly specified, Contractor shall agree that all policies of insurance shall be endorsed, waiving the issuing insurance company's right of recovery against County, whether by way of subrogation or otherwise.
6. Insurance certificates. The certificates of insurance shall list Dallas County as the certificate holder. Any and all copies of Certificates of Insurance shall reference the RFP number for which the insurance is being supplied. All insurance policies or duly executed certificates for the same required to be carried by Contractor under this Agreement, together with satisfactory evidence of the payment of the premium thereof, shall be delivered to the Dallas County Purchasing Agent located at the Dallas County Records Building, 509 Main Street, 6th Floor, Suite 623, Dallas, Texas 75202 within ten (10) days of execution and/or renewal of this Agreement and upon renewals and/or material changes of such policies, but not less than fifteen (15) days prior to the expiration of the term of such coverage, or such non-delivery shall constitute a default of this Agreement subject to immediate termination at County's sole discretion.
7. All insurance coverage shall be on a per claim/occurrence basis unless specifically approved in writing and executed by the Dallas County Purchasing Agent and Risk Manager.
8. All insurance required to be carried by Contractor and/or subcontractors under this Agreement shall be acceptable to County in form and content, in its sole discretion. All policies shall be issued by an insurance company acceptable and satisfactory to County and authorized to do business in the State of Texas. Acceptance of or the verification of insurance shall not relieve or decrease the liability of the Contractor.
9. Approval, disapproval or failure to act by the County regarding any insurance supplied by Contractor shall not relieve Contractor of full responsibility or liability for damages and accidents as set forth herein. Neither shall bankruptcy, insolvency or denial of liability by any insurance company exonerate the Contractor from liability.
10. Minimum insurance is a condition precedent to any work performed under this Agreement and for the entire term of this Agreement, including any renewals or extensions. In addition to any and all other remedies County may have upon Contractor's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, or such insurance lapses, is reduced below minimum requirements or is prematurely terminated for any reason, County shall have the right:
 - A. to order Contractor to stop work hereunder which shall not constitute a Suspension of Work;
 - B. to withhold any payment(s) which become due to Contractor hereunder until Contractor demonstrates compliance with the requirements hereof and assurance and proof acceptable to County that there is no liability to County for failure to provide such required insurance;
 - C. to, at its sole discretion, declare a material breach of this Agreement, which, at County's discretion, may result in:
 - (1) termination of this Agreement;
 - (2) demand on any bond, as applicable;
 - (3) the right of County to complete this Agreement by contracting with the "next low proposal." Contractor will be fully liable for the difference between the original contract price and the actual price paid, which amount is payable to County by Contractor on demand; or

- (4) any combination of the above.
- D. to any combination of the above.
11. Contractor shall advise County in writing within twenty-four (24) hours of any claim or demand against County or Contractor known to Contractor related to or arising out of Contractor's activities under this Agreement.
 12. Acceptance of the services by County shall not constitute nor be deemed a release of the responsibility and liability of Contractor, its employees, associates, agents or subcontractors for the accuracy and competency of their services; nor shall such acceptance be deemed an assumption of responsibility or liability by County for any defect in the services performed by Contractor, its employees, subcontractors, and agents.
 13. Nothing herein contained shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from Contractor's or its subcontractor's performance of the work covered under this Agreement.
 14. Contractor shall provide that all provisions of this Agreement concerning liability, duty and standard of care, together with the indemnification provisions, shall be underwritten by contractual liability coverage sufficient to include obligation within applicable policies.
 15. It is agreed that County shall deem Contractor's insurance primary with respect to any insurance or self-insurance carried for liability arising out of operations under this Agreement.
 16. Contractor shall notify County in the event of any change in coverage and shall give such notices not less than thirty (30) days prior to the change, which notice must be accompanied by a replacement certificate of insurance.
 17. The provisions of this Section are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity.
 18. The provisions of this Section shall survive termination or expiration of this Agreement or any determination that this Agreement or any portion hereof is void, voidable, invalid or unenforceable.

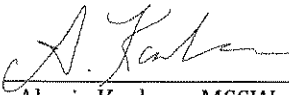
Governing Law and Venue

The validity and interpretation of this Agreement, and the rights and obligations of the parties hereunder, shall be governed by and construed in accordance with the laws of the State of Texas and, if any provision of this Agreement is held to be invalid, void, voidable or unenforceable, the remaining provisions shall nevertheless continue in full force and effect. This Agreement is performable and enforceable in Dallas County, Texas where the principal office of County is located and the state courts of Dallas County shall be the sole and exclusive venue for any litigation, special proceeding, or other proceeding as between the parties that may be brought, or arise out of, in connection with, or by reason of this Agreement.

Dallas County Juvenile Department acknowledges, understands, and agrees that **Behavioral Tech, LLC** training seeks to assist therapists in reducing patient suicide. **Dallas County Juvenile Department** also acknowledges, understands and agrees that **Behavioral Tech, LLC** and its trainers are not responsible for any costs or damages resulting from a suicide that might occur after **Dallas County Juvenile Department** members' complete training and consultation with **Behavioral Tech, LLC**.

DALLAS COUNTY JUVENILE BOARD

BY: _____
Judge Cheryl Shannon, Chairman
Dallas County Juvenile Board


BY: _____
Alexis Karlson, MSSW
Director of Business Development &
Operations

RECOMMENDED:

BY: Dr. Terry S. Smith, Director
Dallas County Juvenile Department

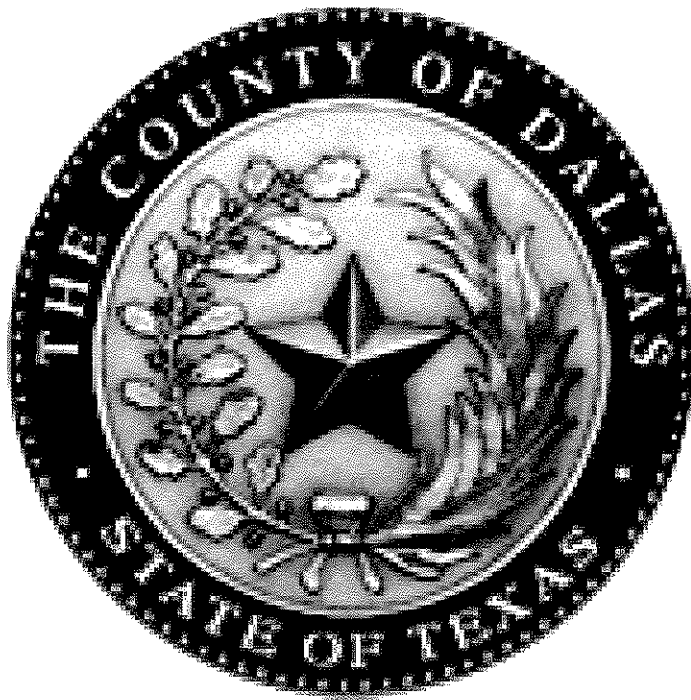
Dallas County Juvenile Department

DALLAS COUNTY
SUSAN HAWK
DISTRICT ATTORNEY

By: 

Denika Caruthers
Assistant District Attorney

*By law, the District Attorney's Office may only advise or approve contracts or legal documents on behalf of its clients. It may not advise or approve a contract or legal document on behalf of other parties. Our review of this document was conducted solely from the legal perspective of our client. Our approval of this document was offered solely for the benefit of our client. Other parties should not rely on this approval, and should seek review and approval by their own respective attorney(s).



ACTION ITEM

L.



**DALLAS COUNTY
JUVENILE DEPARTMENT**

Dr. Terry S. Smith
Director Juvenile Services
Chief Juvenile Probation Officer

Henry Wade Juvenile Justice Center
2600 Lone Star Drive, Box 5 Dallas, Texas 75212

MEMORANDUM

Date: January 26, 2015

To: Dallas County Juvenile Board

From: Dr. Terry S. Smith, Director
Dallas County Juvenile Department

Subject: Styles of Music Mentoring Program Memorandum of Understanding with the Dallas County Juvenile Justice Alternative Education Program

Background of Issue:

In June 2014, at the Dallas County Juvenile Board approved the FY '15 for the Juvenile Justice Alternative Education Program (JJAEP) and the board approved \$69,323.00 for Special Education Contracted Services. The purpose of this briefing is to request Dallas County Juvenile Board approval of the Memorandum of Understanding between Styles of Music Program and the JJAEP. Specifically, the JJAEP would like Styles of Music Program to focus on Special Education students.

The JJAEP Special Education Secondary Curriculum and Instruction Department provides models of support and educational services for secondary special education students who are receiving external, in-class and specialized support in the general education mainstream. Senate Bill 1196 of the 77th Texas Legislature requires Special Education Programs develop a full continuum of positive behavior intervention strategies. In adherence to the Texas Behavior Support Initiative, the JJAEP Special Education Program will provide enhanced learning opportunities to assist students in becoming successful and socially appropriate independent thinkers.

The Special Education Program aims to offer a continuum of services that meets the Behavioral Support needs of our students. The level of support provided to students by the Behavior Program depends on the individual needs of the student. Currently, the JJAEP is servicing 19 Special Education students all of which according to their Individualized Education Plans (IEPs) have Behavior Intervention Plans (BIPs) and require behavior intervention as a result of those BIPs. Recently, there has been a focus in research regarding the value of mentoring at-risk-youth with an emphasis placed on Special Education students. Research shows that students who meet regularly with their mentors are 52% less likely than their peers to skip a day of school and 37% less likely to skip a class. Youth who meet regularly with their mentors are 46% less likely than their peers to start using illegal drugs and 27% less likely to start drinking "Public/Private Ventures Study of Big Brothers Big Sisters, (2013)".

According to a 2013 study noted above, "The Role of Risk: Mentoring Experiences and Outcomes for Youth with Varying Risk Profiles," the strongest program benefit and most consistent across risk groups was a reduction in depressive symptoms — a particularly noteworthy finding given that 47.4% of youth in the juvenile justice system are classified as having an Emotional Disturbance disability. In addition to benefits in specific domains, mentored youth also experienced gains in a greater number of outcomes than youth in the comparison group. Overall, the study's results suggest that mentoring programs can be beneficial for youth with a broad range of backgrounds and characteristics.

*To assist referred youth in becoming productive,
law abiding citizens, while promoting public safety and victim restoration.*

The JJAEP is seeking to contract with Styles of Music Mentoring Program to assist with the behavioral intervention goals of our Special Education students. Styles of Music Mentoring Program is a youth development mentoring program that is designed to help students learn to understand and communicate their feelings, to relate to their peers and to develop positive relationships with parents/adults. This comprehensive program engages the student in training or class activities that develop their soft skills: communication, interpersonal skills, decision making, and lifelong learning skills. Furthermore, Styles of Music provides specific mentoring topics that are selected to stimulate thinking skills and positive change: i.e. Drug Education, Peer Pressure, Anger Management and Life Planning.

This Memorandum of Understanding serves as an agreement between Styles of Music Mentoring Program and the Juvenile Justice Alternative Education Program.

Impact on Operations and Maintenance:

The partnership with Styles of Music Mentoring Program will impact student success by offering a comprehensive program that engages Special Education students in the development of replacement behavior. The student objectives will be accomplished over a 6-week of sessions which focus on youth development and skills training. The student objectives are as follows:

- (a) Effective Communication: How to articulate thoughts and ideas clearly and effectively; public speaking skills; writing clearly and effectively;
- (b) Critical Thinking & Problem-Solving: Sound reasoning and analytical thinking; how to use knowledge, facts, and data to solve problems and gain results;
- (c) Professionalism: Personal accountability and effective work habits, such as punctuality, working productively with others toward a goal, and time and workload management;
- (d) Teamwork & Collaboration: How to build productive and professional working relationships with peers, how to work with diverse teams; how to negotiate and manage conflict;
- (e) Learning: Students will be encouraged to develop not only a higher aptitude for academic achievement, but also the ability to approach learning with a strategy for achieving success;
- (f) Connecting: Promoting development of positive social behaviors, skills, and attitudes to encourage healthy and productive relationships; and
- (g) Working: Motivation geared toward developing positive attitudes, skills, and behaviors centered on vocational direction and developing interests.

Strategic Plan Compliance:

This request complies with Vision 3: Dallas is *safe, secure, and prepared*, by expanding disposition alternatives with regard to treatment for youth/families involved in the juvenile justice system.

Legal Information:

The agreement written by Mr. Cedric Goodman, Styles of Music Program Director, has been approved as to form by the Assistant District Attorney, Civil Section, Mrs. Denika Caruthers.

*To assist referred youth in becoming productive,
law abiding citizens, while promoting public safety and victim restoration.*

Financial Impact/Considerations:

There will be no financial impact to the county as funds used to contract with Styles of Music Mentoring Program will be paid for by Special Education Contract Services funds. The proposed program cost is \$3,498.00

Performance Impact Measures:

We anticipate the following performance outcomes from students who participate in the Styles of Music program;

- 35% increase in attendance
- 20% increase in reading and math EPS Literacy and Intervention Program
- 30% decrease in discipline referrals

Project Schedule/Implementation:

The proposed budget will be implemented on September 1, 2014 and be in effect until August 31, 2015. The proposed program will run for six weeks from February through April 2015.

Recommendation:

It is recommended the Dallas County Juvenile Board approve the contract with Styles of Music Mentoring Program and authorize the Chairman of the Juvenile Board, to sign the contract.

Recommended by:



Dr. Terry S. Smith, Director
Dallas County Juvenile Department



SERVICE CONTRACT

BETWEEN

DALLAS COUNTY JUVENILE BOARD AND

ON BEHALF OF THE DALLAS COUNTY JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM
(JJAEP)

AND

STYLES OF MUSIC MENTORING PROGRAM (SOMP)

This service contract is made and entered into by the Dallas County Juvenile Board on behalf of the Dallas County Juvenile Justice Alternative Education Center (JJAEP) and Styles of Music Program (Independent Contractor/SOMP), for the purpose of providing mentoring services.

Article 1 SCOPE OF SERVICES

1.1 At the request of the Dallas County (JJAEP), the Independent Contractor agrees to provide Services set forth below. The Independent Contractor represents that it has the requisite knowledge and skills to provide all such services.

STYLES OF MUSIC MENTORING PROGRAM

6 WEEK SESSION

Youth Development (Conducted by SOMP Facilitators)

- Wednesday of each week
- Hours 10am to 12pm
- Group Sessions (Topics selected by SOMP Facilitators)
- One on one Sessions (Topics geared toward individual needs)

1.2 STYLES OF MUSIC MENTORING PROGRAM

- Youth Development focus to help students learn to understand and communicate their feelings, to relate to their peers and to develop positive relationships with parents/adults.

- Mentoring topics selected to stimulate thinking skills and positive change in areas we have found that our students struggle with the most: Drug Education, Peer Pressure, Anger Management and Life Goals/Responsible Planning.
- A comprehensive program that engages the student in training or class activities that develop their soft skills: Communication skills, Interpersonal skills, Decision making skills, and Lifelong learning skills.

1.1**COURSE OBJECTIVE**

This program is designed to provide students with an innovative learning experience that promotes critical thinking and the essential life skills needed to succeed in life.

Student Objectives:

- Effective Communication:* How to articulate thoughts and ideas clearly and effectively; public speaking skills; writing clearly and effectively.
- Critical Thinking & Problem-Solving:* Sound reasoning and analytical thinking; how to use knowledge, facts, and data to solve problems and gain results.
- Professionalism:* Personal accountability and effective work habits, such as punctuality, working productively with others toward a goal, and time and workload management.
- Teamwork & Collaboration:* How to build productive and professional working relationships with peers, how to work with diverse teams; how to negotiate and manage conflict.
- Learning:* Students will be encouraged to develop not only a higher aptitude for academic achievement, but also the ability to approach learning with a strategy for achieving success.
- Connecting:* Promoting development of positive social behaviors, skills, and attitudes to encourage healthy and productive relationships.
- Working:* Motivation geared toward developing p positive attitudes, skills, and behaviors centered on vocational direction and developing interests.

Article 2**LOCATION OF SERVICES/CONTACT INFORMATION**

The Independent Contractor will provide the services described in Article 1 at the Dallas County JJAEP located at 1673 Terre Colony Ct. Dallas, Texas 75212.

Independent Contractor's contact person is Cedric Goodman at 214-597-8559.

Article 3 APPROVAL CONDITIONS

Executed Agreement: This contract will not become effective until concurrence is reached between the said parties and the Agreement has been fully executed. The Independent Contractor will provide a 6 week phase program under the execution of this agreement after which services may be on a continuum basis upon execution. The Independent Contractor understands that the Dallas County shall not be obligated to compensate for any services provided prior to the execution of this contract.

Article 4 COMPENSATION

Fee: The parties agree that the Independent Contractor shall be entitled to three thousand four hundred ninety-eight dollars and no cents (**\$3,498.00**) for the Styles of Music Mentoring Program as described under Article 1. The contractor will invoice monthly for services provided from the date of contract **execution**. This amount represents available funds and does not guarantee payment of any funds unless the Independent Contractor provides the proposed services. The Juvenile Department will only be obligated to pay those costs as specified and defined herein, at the rates stated in Article 4 of this contract. Independent contractor will not hold Dallas County responsible for delay in payment for services due to County Auditing procedure, not to exceed thirty (30) days.

Article 5 OWNERSHIP

District Owned Property: All equipment, materials, software or data of every description ("Property") that the Independent Contractor receives directly or indirectly from DALLAS COUNTY is the property of DALLAS COUNTY. The Independent Contractor must safeguard all said property throughout the duration of this Agreement and must return all Property to DALLAS COUNTY upon request of DALLAS COUNTY or upon the termination or expiration of this Agreement, whichever is earlier.

Article 6 FISCAL FUNDING

It is understood by all parties that payment obligations created by this Contract are conditioned upon the availability of County, State or Federal funds appropriated or allocated for the payment of such obligations.

Article 7 CRIMINAL BACKGROUND CHECKS

The criminal background checks must be conducted through the Fingerprint Applicant Services of Texas (FAST) program utilizing the Dallas County Juvenile Department's ORI #: TX057013G. The County will review the results of the criminal background checks and determine the individuals' eligibility to volunteer or work under this Contract.

Article 8 TERMINATION

Either party may terminate this agreement immediately by giving the other party written notice. Any unearned portion of fees paid on the date of termination shall be refunded to Dallas County within ten (10) days.

Article 9 INSURANCE

It is (SOMP) responsibility to make sure that it has a comprehensive general liability and professional insurance with “personal injury” coverage, with minimum limits of \$1,000,000 for bodily injuries to or death of a person , and an aggregate of \$500,000.00 for any one (1) occurrence is in place for the (Program’s Name) program. There is also an additional umbrella policy of \$2,000,000 for events related to the covered activity but not outlined in the policy.

Contractor shall, at all times during the term of this Contract and at its own expense, provide and keep in full force and effect a policy of workers’ compensation insurance for coverage in Texas with an Employer’s liability limit of:

- Bodily injury by accident – FIVE HUNDRED THOUSAND AND NO/100 DOLLARS (\$500,000.00) each accident;
- Bodily injury by disease - FIVE HUNDRED THOUSAND AND NO/100 DOLLARS \$500,000.00) each employee; and
- Bodily injury by disease - FIVE HUNDRED THOUSAND AND NO/100 DOLLARS (\$500,000.00) policy limit.

Article 10 SOVERIEGN IMMUNITY

This Contract is expressly made subject to County’s sovereign immunity, Title 5 of the Texas Civil Remedies Code and all applicable State and federal law. The parties expressly agree that no provision of this Contract is in any way intended to constitute a waiver of any immunities from suit or from liability that the parties or the County has by operation of law. Nothing herein is intended to benefit any third-party beneficiaries to this Contract

Article 11 VENUE

In providing Services required by this MOU, the parties must observe and comply with all licenses, legal certifications, or inspections required for the Services, or materials, and all applicable Federal, State, and local statutes, ordinances, rules, and regulations. This MOU shall be governed by Texas law and exclusive venue shall lie in Dallas County, Texas. All statutes and law stated herein shall be updated as amended.

Styles of Music Mentoring Program MOU with JJAEP

Dallas County Juvenile Board:

Dallas County Juvenile Board
Henry Wade Juvenile Justice Center
2600 Lone Star Drive
Dallas, Texas 75212
Phone: 214-698-4924
Fax: 214-698-4494

Dallas County Juvenile Justice Alternative Education Program:

Dr. Terry S. Smith
Director of Juvenile Services
Dallas County Juvenile Department
2600 Lone Star Drive
Dallas, Texas 75212
Phone: 214-698-2223
Fax: 214-698-5508
Email: Terry.Smith@dallascounty.org

Style of Music:


Cedric Goodman
Director of Styles of Music
4607 Village Fair Drive, Suite 321
Dallas, Texas 75224
Phone: 214-597-8559
Fax: NA

EXECUTED THIS _____ DAY OF _____, 2015

DALLAS COUNTY JUVENILE BOARD

By: _____
Chairman
Dallas County Juvenile Board

STYLES OF MUSIC

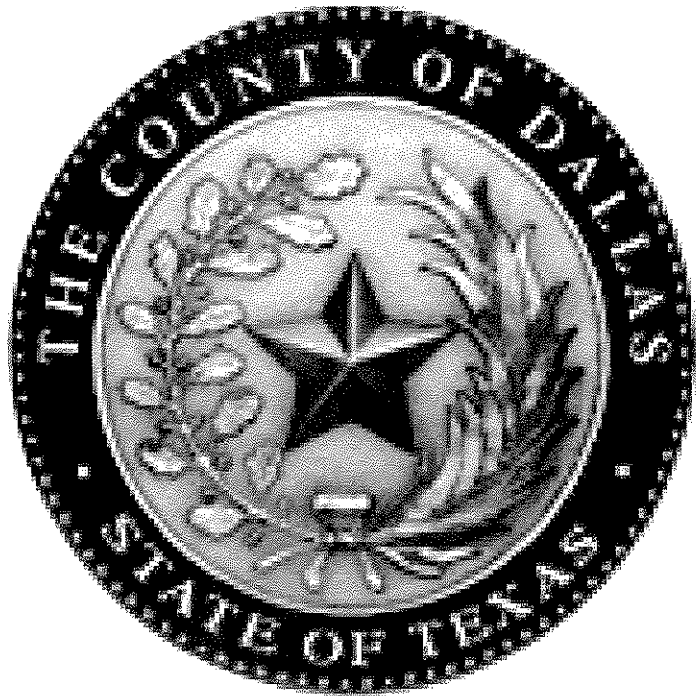
By: 
Cedric Goodman, SOMP Director
Styles of Music

RECOMMENDED:

By: _____
Dr. Terry S. Smith, Director
Dallas County Juvenile Department

**DALLAS COUNTY
SUSAN HAWK
DISTRICT ATTORNEY**

By: _____
Denika R. Caruthers
Assistant District Attorney



DISCUSSION

ITEM

M.

**ACADEMY FOR ACADEMIC EXCELLENCE
CHARTER REPORT
January 2015**

Dr. Jerome McNeil Detention Center / AAE Campus (001):

General Information

Campus 001 started the month of December with End of Course testing. We administered over 276 tests with no incidents to report. We owe the success to this test administration on the team work that was shown by facility and educational staff. We then focused on preparing students for finals. Finals were completed and report cards are ready to be mailed to parents.

The last week of school, teachers organized various holiday activities for students (Christmas cards, poetry essays and math puzzles).

The education staff celebrated JSO's with breakfast on December 17, 2014.

Holiday break is from December 23, 2014 to January 2, 2014. School resumes January 5, 2014.

- Updates -
 - The student population as of Friday, December 19, 2014:
 - Detention Center – 146
 - Hill Center – 29
 - RDT – 39
 - START – 38
 - Students enrolled in Special Education – 66
 - Students enrolled in ESL – 45 (28 - 8th grade and under and 17 - 9th grade and above)

Angelica Borrego, Campus Administrator
Robert Jones, Assistant Administrator

Day Reporting Center - 002 Campus

QUOTE OF THE MONTH

"Education is a gift that none can take away".

American Proverb

INSTRUCTION AT A GLANCE

Total Enrollment for Day Reporting Center (DRC) - 64

DRC - 54

G.E.D - 10

6 SPED Students

ESL Students

STATE ASSESSMENT

End of Course state assessments were given during the week of December 1 through 6, 2014. The English I End of Course Test was given on December 1, 2014 followed by English II administered on December 3, 2014. Algebra 1 End of Course was administered on December 2, 2014 and the Biology and US History End of Course was administered on December 4, 2015. Make up end of course tests were administered on December 5, 2014.

SEMESTER EXAMS

Semester exams were administered on December 11, 12, 15, and 16. Data from the exams will be entered in Eduphoria and analyzed by the Data team.

ENGLISH/LANGUAGE ARTS DEPARTMENT

English/Language Arts students created poetry books. The students did a collaborative poetry and art projects with students in the San Antonio Independent School District. The DRC students' poems were sent to students in an Art Class in the San Antonio Independent School District. The art students created artwork based on the poems and sent the artwork back to the students at DRC. The students then joined the artwork with the poems and created a poetry book of poems and art. The poetry books will be published and displayed on the DRC campus as well as other campuses throughout the Academy for Academic Excellence. Hats off to the DRC students and teacher Ms. McCracken on project that is real world related and that extended beyond the DRC classroom to the San Antonio School District.

Students in the English/Language Arts classes viewed the artwork Ms. Hallmark's students did for their poetry and wrote them "Thank You" cards to her students. Students then worked on informational texts and using reading strategies such as charts and timelines to help them keep track of and understand the information they read.

SOCIAL STUDIES DEPARTMENT

The Social Studies homeroom students decorated the classroom door for the door decorating contest. Students covered the door with wrapping paper. Then, they created a Christmas tree using green construction paper. Students included a construction paper star and sticker ornaments. Students also created a wreath and stocking that they hung on the outside of the door. Students also prepared for the semester final and went through the final test as a class by explaining and answering the questions. Semester finals were given on December 15, 2014.

Students worked on answering map and graph type questions based on information all around the world called 2014 Snapshots - Fast Facts. Graphs and Charts included: Countries that received the most U.S. aid, Languages around the world, Big Mac Attack etc.

SCHOOL CELEBRATIONS AND ACTIVITIES**Winter Wonderland**

Students worked on making the DRC hallways resemble Winter Wonderland which included a Christmas tree with icicles made from coffee filters and candy canes.

DRC's "Christmas Week"

Christmas week included the following activities: Monday everyone wore a Santa Hat. Tuesday was Christmas Socks day. Wednesday was Christmas colors and included a baked potato bar. Thursday was "Ugly" Sweater & the Secret Santa gift exchange. Friday was the Christmas theme dress day which included socks, hat, shirt, sweater, etc.). The day ended with the Holiday Extravaganza Event at the Dallas Independent School District, Technology Center.

UPCOMING EVENTS

Winter Break

Mary Miller, Principal
DRC Campus 002

“Equipping today’s students for tomorrow’s leaders”

Medlock/Youth Village 003- Campus

Motto “Believe That You Can Achieve”

QUOTE OF THE MONTH “I tailored my pain into an unstoppable force strong enough to destroy a building; yet gentle enough to balance a feather on the ashes built in its wake. **D. Lane**

WORD OF THE MONTH- PATIENCE

GENERAL INFORMATION

Campus Enrollment:

- Total Campus Enrollment – 118
- SPED – Total Students – 29
- ESL – Total Students – 10

Campus at a Glance/Activities

During the 1st week of December the State Assessment End Of Course Exams were administered to all students who needed to Re-Test. Also during the month of December both Medlock & Youth Village conducted various activities to prepare the students for the holiday season. Students were able to participate in a Christmas door decorating contest. The students at Medlock/Youth Village were also able to create Christmas cards in their English Language Arts classes. Youth Village held its annual student Christmas Party. Also during the month of December Medlock/Youth Village closed out the 1st semester of the 2014-2015 school year.

Vocational Education Programs

Medlock/Youth Village continue to promote its Vocational Education Programs to Engage, Prepare and Inspire post- secondary needs for all students on the campuses. Medlock was offering a Food Handlers Class during 7th period and a Welding Class at Youth Village during 7th period. The Job/Readiness/Career Classes have started at Medlock.

Credit Recovery/GED Program

The Medlock/Youth Village campus currently has an active credit recovery program and we are steadily finding ways to assist students in their positive transition back into their traditional educational setting. Medlock has also started its GED prep program. Five students have currently been enrolled in the GED program.

Curriculum & Instruction

In our efforts to focus on individualized learning, we continue to investigate better ways to differentiate instruction to ensure that students are prepared for the increased rigor of the state assessment, the STAAR test. Teachers used The Texas Curriculum Management Program Cooperative (TCMPC) focus

documents and assessments to design lessons that will help determine the students’ strengths and weaknesses in preparation for both the STAAR and TAKS administrations.

During the week of December 11th-16th all students took their 1st semester final exams.

After-School Tutoring/Odysseyware

Both Medlock & Youth Village started the after-school tutoring program and teachers are providing reinforcements in the computer lab via Odysseyware.

Medlock - Monday & Wednesday (3:00 p.m. - 3:30 p.m.)

Youth Village - Tuesday & Thursday (3:00 p.m. - 3:30 p.m.)

SEE Program

Medlock & Youth Village have implemented the SEE program for additional tutoring throughout the school day. This program is being facilitated by Ms. Dube on every Monday, Tuesday & Thursday.

ESL Department

There are currently **10** students being serviced through the 003 Campus ESL program.

Special Services Department

Currently there are **29** students in Special Education department at Medlock/Youth Village.

Accomplishments

Ms. Billye Allen retired from the Dallas County Juvenile Department

Mr. Karim Moghrabi received his Masters of Education (Administration)

Yvette Pollard, Principal
Medlock/YV Campus 003

Academy for Academic Excellence 003- Campus
“Working on the Work: Achieving Excellence Together”

SAU (Substance Abuse Unit) Campus 004, Letot Campus 005

Campus Life at a Glance

During the month of December, the Substance Abuse Unit (SAU) and Letot campuses conducted several activities to celebrate the Holiday season. The students assisted in designing the bulletin board and decorating the halls. Both campuses held Christmas Luncheons for the students and staff. During the luncheon, staff celebrated the successes of our students and staff.

Curriculum & Instruction

In our efforts to focus on individualized learning, we continue to investigate better ways to differentiate instruction to ensure students are prepared for the increased rigor of the state assessment, the STAAR test. The teachers used The Texas Curriculum Management Program Cooperative (TCMPC) focus documents and assessments to design lessons that will help determine the students’ strengths and weaknesses in preparation for the December STAAR administration. The staff is committed to raising the academic bar and preparing our students to reach it.

Both credit recovery programs are well underway and the staff is continuously finding ways to assist students in their positive transition back into their traditional educational setting. Several of our high school students are currently participating in the program. The campuses continue to promote College and Career Readiness with College and Career Fridays and with our College and Career Wall in an effort to inspire our students to pursue positive post-secondary options.

We are especially appreciative of the extra efforts of our campus lead, principal, teachers and clerical staff, who worked with students to help emphasize the importance of school. The recently implemented attendance incentive program at SAU is already proving to be a success this school year. Continuously promoting our collaborative spirit, the teachers have been conducting cross curriculum meetings to better plan their lessons and create consistency throughout the content areas.

Special Services & ESL Department

A total of nine (9) Special Education students received services in December for the SAU Campus. One (1) annual ARD was conducted. In addition to their regular class work, the SpEd students also continued to supplement their vocabulary/English skill by working from the Dynamic Literacy workbooks.

A total of three (3) students received services in December for the Letot Campus. There were no annual ARDs. Students continued supplemental work in English and in Algebra.

Parental Involvement

Both SAU and Letot teacher have been making weekly calls to the parents to make sure the parents are informed about student grades and campus events. They will continue to find innovative ways to involve parents in their child's success.

SCHOOL CELEBRATIONS AND ACTIVITIES

Upcoming Events

Black History Programs

Ongoing:

Attendance & Scholar Incentives

Birthday Presentations

College & Career Readiness (Spirit Friday's)

Team Building Activities

Tracie Smith, Administrator

SAUTOT Campus 004/005

Teach, Encourage, Instruct, Mentor, Praise, Influence, Guide..... INSPIRE

**ACADEMY FOR ACADEMIC EXCELLENCE
PROGRAM STATUS REPORT**

Active Enrollments					
Student Enrollment as of December, 2014:			District Total Enrollment: 505		
District Average Attendance			470 (93.06%)		
District Special Education Student Population			138 (27.32%)		
CAMPUSES	JDC - 001	DRC - 002	MED. / YV - 003	SAU - 004	LETOT - 005
	Number	Number	Number	Number	Number
Enrollment	259	49	117	57	23
New Students	114	22	15	20	19
Withdrawals	130	20	17	13	27
Avg. Daily Attendance	250	37	116	45	22
Avg. Daily Enrollment	258	50	117	57	23
Attendance Average	96.89%	74.00%	99.14%	78.94%	95.65%

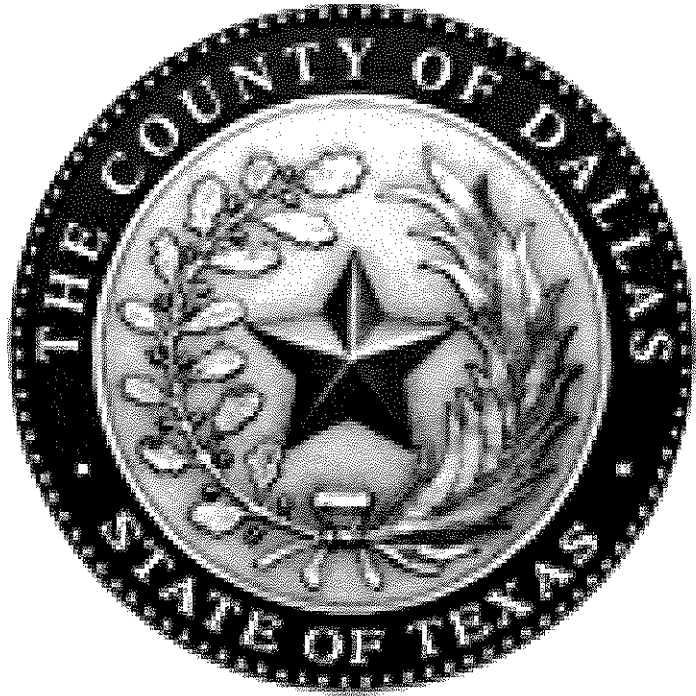
Demographics

Category	JDC - 001		DRC - 002		MED. / YV - 003		SAU - 004		LETOT - 005	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
GENDER										
Female	50	(20.33%)	14	(21.87%)	0	(0.0%)	12	(19.35%)	17	(73.91%)
Male	196	(79.67%)	50	(78.13%)	118	(100%)	50	(80.65%)	06	(26.09%)
GRADE	Number		Number		Number		Number		Number	
3	0		0		0		0		0	
4	0		0		0		0		0	
5	1		0		0		0		0	
6	3		2		1		1		1	
7	23		7		6		3		4	
8	40		9		20		10		4	
9	117		24		56		30		11	
10	49		10		25		13		2	
11	13		4		7		5		1	
12	0		1		1		0			
AGE	Number		Number		Number		Number		Number	
10	0		0		0		0		0	
11	1		0		0		0		0	
12	4		1		0		0		3	
13	9		1		3		3		0	
14	31		8		18		2		8	
15	67		10		31		14		7	
16	102		23		47		28		4	
17	32		20		19		15		1	
18+	1		0		0		0		0	
ETHNICITY	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent

*To assist referred youth in becoming productive,
law abiding citizens, while promoting public safety and victim restoration.*

214-698-2200 Office 214-698-5508 Fax

African American	113	(45.93%)	30	(46.87%)	66	(55.93%)	8	(12.90%)	6	(26.08%)
Caucasian	25	(10.16%)	1	(01.56%)	11	(09.32%)	4	(06.45%)	2	(08.69%)
Hispanic	105	(42.68%)	33	(51.56%)	41	(34.74%)	48	(77.41%)	15	(65.21%)
Native American	0	(0.00%)	0	(0.0%)	0	(0.0%)	0	(0.0%)	0	(0.0%)
Other/Asian	3	(01.21%)	0	(0.0%)	0	(0.00%)	2	(03.22%)	0	(0.0%)



ACTION ITEM

N.



**DALLAS COUNTY
JUVENILE DEPARTMENT**

Dr. Terry S. Smith
Director Juvenile Services
Chief Juvenile Probation Officer

Henry Wade Juvenile Justice Center
2600 Lone Star Drive, Box 5 Dallas, Texas 75212

MEMORANDUM

Date: January 26, 2015
To: Academy for Academic Excellence School Board
From: Dr. Terry S. Smith, Director
Subject: E-Rate Documentation

Background of Issue:

Dallas County Schools (DCS) utilizes Kellogg & Sovereign Consulting, LLC to pre-qualify applicants and determine eligibility for what is known as "E-Rate." The E-Rate program is federally funded and provides discounts on certain services and products essential for classrooms and libraries to receive technology - voice, video, and data communications. The applications for the E-Rate funds demonstrate the program is serving primarily small and medium size schools and schools with high numbers of at risk students and provides discounts to these constituents. The discount ranges from 20% to 90% of the cost of eligible services. The E-Rate program allows schools to use the data in Public Education Information Management System (PEIMS) collected for student enrollment and the number of students that would qualify for free/reduced lunches attending the schools to qualify for the discounted rate.

Impact on Operations and Maintenance:

There is no impact to Dallas County. Applying for the E-Rate program would allow Dallas County Academy for Academic Excellence to achieve our goal of expanding our broad bandwidth to receive the discounted rate allowable for school districts.

Strategic Plan Compliance:

This request complies with Vision 3: Dallas is *safe, secure, and prepared*, by expanding disposition alternatives with regard to treatment for youth/families involved in the juvenile justice system.

Legal Information:

The updates securing the rate utilized by E-Rate have been submitted and approved to form by Denika Caruthers in the Dallas County District Attorney's Office, Civil Section.

Financial Impact/Considerations:

There is no financial impact to Dallas County. The E-Rate rate allows the Dallas County Academy for Academic Excellence to secure the most cost efficient rate available.

Performance Impact Measures:

There are no specific performance measures.

*To assist referred youth in becoming productive,
law abiding citizens, while promoting public safety and victim restoration.*

214-698-2200 Office

214-698-5508 Fax

Recommendation:

It is recommended that the Dallas County Academy for Academic Excellence School Board approve Kellogg & Sovereign Consulting, LLC to pre-qualify the Academy for Academic Excellence Charter School and determine eligibility for the E-Rate program.

Recommended by:

A handwritten signature in black ink, appearing to read "Terry S. Smith", written over a horizontal line. The signature is cursive and somewhat stylized.

Dr. Terry S. Smith, Director
Dallas County Juvenile Department



DALLAS COUNTY JUVENILE DEPARTMENT

Henry Wade Juvenile Justice Center
2600 Lone Star Drive, Box 5

(214) 698-2200
Dallas, Texas 75212

Texserve (Dallas County Schools) E-Rate Letter of Agency 2015-2016

EXECUTIVE MANAGEMENT TEAM

DR. TERRY S. SMITH
Executive Director
Juvenile Services
Chief Juvenile Probation Officer

BILL EDWARDS
Deputy Director of Probation Services

DR. DANNY PIRTLE JR.
Deputy Director of Education Services

DR. JOHN PITA
Deputy Director of Clinical Services

KAREN RAMOS
Deputy Director of Administrative
Services

ERVIN L. TAYLOR
Deputy Director of Institutional
Services

DALLAS COUNTY JUVENILE BOARD

JUDGE CHERYL LEE SHANNON
Chairman
305th District Court

COMMISSIONER JOHN WILEY PRICE
Vice Chairman
Road & Bridge, District 3

JUDGE ROBERT BURNS
Criminal District Court No. 1

COUNTY JUDGE CLAY JENKINS
Dallas County Judge

PAULA MILLER
Youth Services Advisory Board Chair
Attorney at Law

JUDGE GRACIE LEWIS
Criminal District Court No. 1

JUDGE ANDREA MARTIN
304th District Court

JUDGE ANDREA PLUMLEE
330th Family District Court

JUDGE CRAIG SMITH
192nd Civil District Court

DENIKA CARUTHERS
District Attorney Civil Division
JUVENILE DEPARTMENT ADVISOR

Authorization

My signature on this document attests that I am aware that Texserve/ Dallas County Schools is filing a FY 2015-16 E-Rate Form 471 application for services as indicated below. I authorize participation in the consortium application.

Consortium Leader

Consortium Filing Agent:	Debi Sovereign or Jane Kellogg, Kellogg & Sovereign® Consulting, LLC Phone: 580-332-1444, Fax: 580-332-2532
Authorizing Agency:	Dallas County Schools, 612 N. Zang Boulevard, Dallas, Texas 75208-4329
Authorizing Agency Contact:	Leatha Mullins 214-944-4559 or Rick D. Sorrels 214-944-4568
Term of Authorization:	Signature Date through September 30, 2016.
Services Covered by Application: Check all that apply	<input checked="" type="checkbox"/> C1 – Voice Services, Telecommunications Services and Internet Access <input checked="" type="checkbox"/> C2 – Internal Broadband Connections, Managed Internal Broadband Connections, and Maintenance Services

Consortium Member

Name of Consortium Member: (Name of School District)	Academy of Academic Excellence
Signature of Authorized Official: (Superintendent or Authorized Designee)	
Printed Name:	Andis McCann
Title:	INSTRUCTIONAL SPEC.
Date Signed:	12/19/14

To assist referred youth in becoming productive,
law abiding citizens, while promoting public safety and victim restoration.

PEIMS EDIT + REPORTS DATA REVIEW
Economically Disadvantaged Students by Sex and Ethnicity
2014-2015 Fall Collection, Resubmission

Filename: F2015057814
District: 057814 - ACADEMY FOR ACADEMIC EXCELLENCE
Campus: 057814005 - LETOT CAMPUS
Eligible for free meals

Grade	Hispanic/Latino		American Indian or Alaska Native		Asian		Black or African American		Hawaiian or Other		White		Two or More Races	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
EE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PK	0	0	0	0	0	0	0	0	0	0	0	0	0	0
KG	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06	0	0	0	0	0	0	0	0	0	0	0	0	0	0
07	0	2	0	0	0	0	0	0	0	0	0	0	0	0
08	0	0	0	0	0	0	0	0	0	0	0	0	0	0
09	3	6	0	0	0	0	0	0	0	0	0	0	0	0
10	0	1	0	0	0	0	0	0	0	0	0	0	0	0
11	0	2	0	0	0	0	0	0	0	0	0	0	0	0
12	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	3	11	0	0	0	0	6	8	0	0	1	2	0	0
Percent	9.7	35.5	0.0	0.0	0.0	0.0	19.4	25.8	0.0	0.0	3.2	6.5	0.0	0.0

Note: Detail may not add to 100% due to rounding

PRF5C019
V 5.1.1

PEIMS EDIT + REPORTS DATA REVIEW
Economically Disadvantaged Students by Sex and Ethnicity
2014-2015 Fall Collection, Resubmission

Wednesday 12/17/2014 3:53PM
Page 2 of 3

Filename: F2015057814
District: 057814 - ACADEMY FOR ACADEMIC EXCELLENCE
Campus: 057814005 - LETOT CAMPUS

Eligible for free meals
Totals

Grade	Regular	Speced	%
EE	0	0	0.0%
PK	0	0	0.0%
KG	0	0	0.0%
01	0	0	0.0%
02	0	0	0.0%
03	0	0	0.0%
04	0	0	0.0%
05	0	0	0.0%
06	1	0	3.2%
07	1	1	6.5%
08	3	0	9.7%
09	14	3	54.8%
10	3	0	9.7%
11	5	0	16.1%
12	0	0	0.0%
Totals	27	4	100.0

Note: Detail may not add to 100% due to rounding

PEIMS EDIT + REPORTS DATA REVIEW
Economically Disadvantaged Students by Sex and Ethnicity
2014-2015 Fall Collection, Resubmission

File name: F2015057814
District: 057814 - ACADEMY FOR ACADEMIC EXCELLENCE
Campus: 057814005 - LETOT CAMPUS

District Summary

Percent	Hispanic/Latino		American Indian Or Alaska Native		Asian		Black or African American		Hawaiian or Other		White		Two or More Races		
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
Totals	3	11	0	0	0	0	6	8	0	0	1	2	0	0	
Percent	9.7	35.5	0.0	0.0	0.00	0.00	19.35	25.81	0.00	0.00	3.23	6.45	0.00	0.00	
Totals															
Regular	27														
SpecEd		4													
Totals															100.0

	Total	%
Total Enrollment	31	100.0
Not economically disadvantaged	0	0.0
Eligible for free meals	31	100.0
Eligible for reduced-price meals	0	0.0
Other Economic Disadvantage	0	0.0

Note: Detail may not add to 100% due to rounding

P E I M S E D I T + R E P O R T S D A T A R E V I E W
Economically Disadvantaged Students by Sex and Ethnicity
2014-2015 Fall Collection, Resubmission

Filename: F2015057814
District: 057814 - ACADEMY FOR ACADEMIC EXCELLENCE
Campus: 057814004 - SAU CAMPUS
Eligible for free meals

Grade	Hispanic/Latino		American Indian or Alaska Native		Asian		African American		Hawaiian or Other		White		Two or More Races	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
PK	0	0	0	0	0	0	0	0	0	0	0	0	0	0
KG	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06	0	1	0	0	0	0	0	0	0	0	0	0	0	0
07	0	1	0	0	0	0	0	0	0	0	0	0	0	0
08	3	1	0	0	0	0	1	0	0	0	0	0	0	0
09	21	3	0	0	0	0	2	1	0	0	1	0	0	0
10	6	0	0	0	0	0	0	0	0	0	2	0	0	0
11	1	2	0	0	0	0	1	1	0	0	0	0	0	0
12	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	31	8	0	0	1	0	4	2	0	0	3	0	0	0
Percent	63.3	16.3	0.0	0.0	2.0	0.0	8.2	4.1	0.0	0.0	6.1	0.0	0.0	0.0

Note: Detail may not add to 100% due to rounding

PRF5C019
V 5.1.1

PEIMS EDIT + REPORTS DATA REVIEW
Economically Disadvantaged Students by Sex and Ethnicity
2014-2015 Fall Collection, Resubmission

Wednesday 12/17/2014 3:55PM
Page 2 of 3

Filename: F2015057814
District: 057814 - ACADEMY FOR ACADEMIC EXCELLENCE
Campus: 057814004 - SAU CAMPUS

Eligible for free meals
Totals

Grade	Regular	Speed	%
EE	0	0	0.0%
PK	0	0	0.0%
KG	0	0	0.0%
01	0	0	0.0%
02	0	0	0.0%
03	0	0	0.0%
04	0	0	0.0%
05	0	0	0.0%
06	1	0	2.0%
07	1	0	2.0%
08	5	0	10.2%
09	26	3	59.2%
10	8	0	16.3%
11	4	1	10.2%
12	0	0	0.0%
Totals	45	4	100.0

Note: Detail may not add to 100% due to rounding

PEIMS EDIT + REPORTS DATA REVIEW
Economically Disadvantaged Students by Sex and Ethnicity
2014-2015 Fall Collection, Resubmission

Filename: F2015057814
District: 057814 - ACADEMY FOR ACADEMIC EXCELLENCE
Campus: 057814004 - SAU CAMPUS

District Summary

Percent	Hispanic/Latino		American Indian Or Alaska Native		Asian		Black or African American		Hawaiian or Other		White		Two or More Races		
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
Totals	31	8	0	0	1	0	4	2	0	0	3	0	0	0	
Percent	63.3	16.3	0.0	0.0	2.04	0.00	8.16	4.08	0.00	0.00	6.12	0.00	0.00	0.00	
Totals															
	Regular	Speced													%
Totals	45	4													100.0

	Total	%
Total Enrollment	49	100.0
Not economically disadvantaged	0	0.0
Eligible for free meals	49	100.0
Eligible for reduced-price meals	0	0.0
Other Economic Disadvantage	0	0.0

Note: Detail may not add to 100% due to rounding

PEIMS EDIT + REPORTS DATA REVIEW
Economically Disadvantaged Students by Sex and Ethnicity
2014-2015 Fall Collection, Resubmission

Filename: F2015057814
District: 057814 - ACADEMY FOR ACADEMIC EXCELLENCE
Campus: 057814003 - MEDLOCK YOUTH VILLAGE
Eligible for free meals

Grade	Hispanic/Latino		American Indian or Alaska Native		Asian		Black or African American		Hawaiian or Other		White		Two or More Races	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
EE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PK	0	0	0	0	0	0	0	0	0	0	0	0	0	0
KG	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06	1	0	0	0	0	0	0	0	0	0	0	0	0	0
07	0	0	0	0	0	0	2	0	0	0	1	0	0	0
08	11	0	0	0	0	0	10	0	0	0	0	6	0	0
09	21	0	0	0	0	0	34	0	0	0	3	0	0	0
10	4	0	0	0	0	0	5	0	0	0	1	0	0	0
11	1	0	0	0	0	0	1	0	0	0	0	0	0	0
12	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	38	0	0	0	0	0	67	0	0	0	11	0	0	0
Percent	32.8	0.0	0.0	0.0	0.0	0.0	57.8	0.0	0.0	0.0	9.5	0.0	0.0	0.0

Note: Detail may not add to 100% due to rounding

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P E I M S E D I T + R E P O R T S D A T A R E V I E W
Economically Disadvantaged Students by Sex and Ethnicity
2014-2015 Fall Collection, Resubmission

Wednesday 12/17/2014 3:54PM
Page 2 of 3

Filename: F2015057814
District: 057814 - ACADEMY FOR ACADEMIC EXCELLENCE
Campus: 057814003 - MEDLOCK YOUTH VILLAGE

Eligible for free meals
Totals

Grade	Regular	Speced	%
EE	0	0	0.0%
PK	0	0	0.0%
KG	0	0	0.0%
01	0	0	0.0%
02	0	0	0.0%
03	0	0	0.0%
04	0	0	0.0%
05	0	0	0.0%
06	1	0	0.9%
07	1	2	2.6%
08	18	3	18.1%
09	45	16	52.6%
10	15	7	19.0%
11	5	2	6.0%
12	1	0	0.9%
Totals	86	30	100.0

Note: Detail may not add to 100% due to rounding

PRF5C019
V 5.1.1

PEIMS EDIT + REPORTS DATA REVIEW
Economically Disadvantaged Students by Sex and Ethnicity
2014-2015 Fall Collection, Resubmission

Wednesday 12/17/2014 3:54P
Page 3 of

Filename: F2015057814
District: 057814 - ACADEMY FOR ACADEMIC EXCELLENCE
Campus: 057814003 - MEDLOCK YOUTH VILLAGE

District Summary

Percent	Hispanic/Latino		American Indian or Alaska Native		Asian		Black or African American		Hawaiian or Other		White		Two or More Races	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Totals	38	0	0	0	0	0	67	0	0	0	11	0	0	0
Percent	32.8	0.0	0.0	0.0	0.00	0.00	57.76	0.00	0.00	0.00	9.48	0.00	0.00	0.00
Totals														
	Regular	Special												
Totals	86	30	100.0											

	Total	%
Total Enrollment	116	100.0
Not economically disadvantaged	0	0.0
Eligible for free meals	116	100.0
Eligible for reduced-price meals	0	0.0
Other Economic Disadvantage	0	0.0

Note: Detail may not add to 100% due to rounding

P E I M S E D I T + R E P O R T S D A T A R E V I E W
Economically Disadvantaged Students by Sex and Ethnicity
2014-2015 Fall Collection, Resubmission

Filename: F2015057814
District: 057814 - ACADEMY FOR ACADEMIC EXCELLENCE
Campus: 057814002 - DRC CAMPUS
Eligible for free meals

Grade	Hispanic/Latino		American Indian Or Alaska Native		Asian		Black or African American		Hawaiian or Other		White		Two or More Races	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
EE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PK	0	0	0	0	0	0	0	0	0	0	0	0	0	0
KG	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06	1	0	0	0	0	0	0	0	0	0	0	0	0	0
07	2	1	0	0	0	0	1	0	0	0	0	0	0	0
08	2	0	0	0	0	0	6	0	0	0	0	0	0	0
09	10	2	0	0	0	0	4	1	0	0	0	0	0	0
10	3	2	0	0	0	0	13	0	0	0	0	0	0	0
11	1	1	0	0	0	0	3	2	0	0	0	0	0	0
12	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Totals	19	6	0	0	0	0	28	5	0	0	0	0	0	0
Percent	32.8	10.3	0.0	0.0	0.0	0.0	48.3	8.6	0.0	0.0	0.0	0.0	0.0	0.0

Note: Detail may not add to 100% due to rounding

PRF5C019
V 5.1.1

P E I M S E D I T + R E P O R T S D A T A R E V I E W
Economically Disadvantaged Students by Sex and Ethnicity
2014-2015 Fall Collection, Resubmission

Wednesday 12/17/2014 3:53PM
Page 2 of 3

Filename: F2015057814
District: 057814 - ACADEMY FOR ACADEMIC EXCELLENCE
Campus: 057814002 - DRC CAMPUS

Eligible for free meals
Totals

Grade	Regular	SpecEd	%
EE	0	0	0.0%
PK	0	0	0.0%
KG	0	0	0.0%
01	0	0	0.0%
02	0	0	0.0%
03	0	0	0.0%
04	0	0	0.0%
05	0	0	0.0%
06	2	0	3.4%
07	7	2	15.5%
08	7	0	12.1%
09	22	3	43.1%
10	9	1	17.2%
11	3	1	6.9%
12	1	0	1.7%
Totals	51	7	100.0

Note: Detail may not add to 100% due to rounding

PRF5C019
V 5.1.1

PEIMS EDIT + REPORTS DATA REVIEW
Economically Disadvantaged Students by Sex and Ethnicity
2014-2015 Fall Collection, Resubmission

Wednesday 12/17/2014 3:53PM
Page 3 of 3

Filename: F2015057814
District: 057814 - ACADEMY FOR ACADEMIC EXCELLENCE
Campus: 057814002 - DRC CAMPUS

District Summary

Percent	Hispanic/Latino		American Indian or Alaska Native		Asian		Black or African American		Hawaiian or Other		White		Two or More Races	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Totals	19	6	0	0	0	0	28	5	0	0	0	0	0	0
Percent	32.8	10.3	0.0	0.0	0.00	0.00	48.28	8.62	0.00	0.00	0.00	0.00	0.00	0.00
Totals														
Regular	51	7												
Special														
			100.0											

	Total	%
Total Enrollment	58	100.0
Not economically disadvantaged	0	0.0
Eligible for free meals	58	100.0
Eligible for reduced-price meals	0	0.0
Other Economic Disadvantage	0	0.0

Note: Detail may not add to 100% due to rounding

PEIMS EDIT + REPORTS DATA REVIEW
Economically Disadvantaged Students by Sex and Ethnicity
2014-2015 Fall Collection, Resubmission

Filename: F2015057814
District: 057814 - ACADEMY FOR ACADEMIC EXCELLENCE
Campus: 057814001 - DALLAS COUNTY JUVENILE JUSTICE
Eligible for free meals

Grade	Hispanic/Latino		American Indian Or Alaska Native		Asian		Black or African American		Hawaiian or Other		White		Two or More Races	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
EE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PK	0	0	0	0	0	0	0	0	0	0	0	0	0	0
KG	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06	3	0	0	0	0	0	0	0	0	0	0	0	0	0
07	8	2	0	0	0	0	2	1	0	0	0	0	0	0
08	21	4	0	0	0	0	7	1	0	0	2	0	0	0
09	42	8	0	0	0	0	13	3	0	0	2	1	0	0
10	13	6	0	0	0	0	38	7	0	0	8	3	1	1
11	5	1	0	0	0	0	29	4	0	0	7	2	0	0
12	0	0	0	0	0	0	5	0	0	0	0	0	0	0
Totals	92	21	0	0	0	0	95	16	0	0	19	6	1	1
Percent	36.5	8.3	0.0	0.0	0.0	0.0	37.7	6.3	0.0	0.0	7.5	2.4	0.4	0.4

Note: Detail may not add to 100% due to rounding

PRF5C019
V 5.1.1

P E I M S E D I T + R E P O R T S D A T A R E V I E W
Economically Disadvantaged Students by Sex and Ethnicity
2014-2015 Fall Collection, Resubmission

Wednesday 12/17/2014 3:56PM
Page 2 of 3

File Name: F2015057814
District: 057814 - ACADEMY FOR ACADEMIC EXCELLENCE
Campus: 057814001 - DALLAS COUNTY JUVENILE JUSTICE

Eligible for Free meals
Totals

Grade	Regular	SpecEd	%
EE	0	0	0.0%
PK	0	0	0.0%
KG	0	0	0.0%
01	0	0	0.0%
02	0	0	0.0%
03	0	0	0.0%
04	0	0	0.0%
05	0	0	0.0%
06	5	1	2.4%
07	17	3	7.9%
08	29	15	17.5%
09	83	25	42.9%
10	45	17	24.6%
11	9	2	4.4%
12	1	0	0.4%
Totals	189	63	100.0

Note: Detail may not add to 100% due to rounding

PEIMS EDIT + REPORTS DATA REVIEW
Economically Disadvantaged Students by Sex and Ethnicity
2014-2015 Fall Collection, Resubmission

Filename: F2015057814
District: 057814 - ACADEMY FOR ACADEMIC EXCELLENCE
Campus: 057814001 - DALLAS COUNTY JUVENILE JUSTICE

District Summary

Percent	Hispanic/Latino		American Indian or Alaska Native		Asian		Black or African American		Hawaiian or Other		White		Two or More Races	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Totals	92	21	0	0	0	1	95	16	0	0	19	6	1	1
Percent	36.5	8.3	0.0	0.0	0.00	0.40	37.70	6.35	0.00	0.00	7.54	2.38	0.40	0.40
Totals														
	Regular	Spced	%											
Totals	189	63	100.0											

	Total	%
Total Enrollment	252	100.0
Not economically disadvantaged	0	0.0
Eligible for free meals	252	100.0
Eligible for reduced-price meals	0	0.0
Other Economic Disadvantage	0	0.0

Note: Detail may not add to 100% due to rounding

**DO NOT SEND THIS FORM TO THE UNIVERSAL SERVICE ADMINISTRATIVE COMPANY
 OR TO THE FEDERAL COMMUNICATIONS COMMISSION**

**Schools and Libraries Universal Service
 Certification by Administrative Authority to Billed Entity of
 Compliance with the Children's Internet Protection Act**

Please read instructions before completing.
 (To be completed by the Administrative Authority and provided to your Billed Entity)

Administrative Authority's Form Identifier: DCJJ2015
 Create your own code to identify THIS FCC Form 479.

Block 1: Administrative Authority Information

1. Name of Administrative Authority Academy for Academic Excellence	2. Funding Year 2015-16
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3. Mailing Address and Contact Information for Administrative Authority

Street Address, P. O. Box or Route Number
1673 Terre Colony Ct

City Dallas	State Texas	Zip Code 75212
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Name of Contact Person
Ardis McCann

Telephone Number (214) 689-5507	Fax Number (214) 689-5522	Email Address ardis.l.mccann@dallascounty.org
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Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

Block 2: Certifications and Signature

- I am the Administrative Authority for one or more schools or libraries for which Universal Service Support Mechanism discounts have been requested or approved for eligible services. The Administrative Authority must make the required certification(s) for the purposes of the Children's Internet Protection Act (CIPA) in order to receive discounted services.
- I recognize that I may be audited pursuant to this form and will retain for at least five years (or whatever retention period is required by the rules in effect at the time of this certification) any and all records that I rely upon to complete this form.

Name of Administrative Authority Academy for Academic Excellence
 Administrative Authority's Form Identifier DCJJ2015
 Contact Person Ardis McCann
 Telephone Number (214) 689-5507

Block 2: Certifications and Signature (Continued)

6. I certify that as of the date of the start of discounted services:

a the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments has (have) complied with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).

b pursuant to the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments:

(FOR SCHOOLS and FOR LIBRARIES IN THE FIRST FUNDING YEAR FOR PURPOSES OF CIPA) is (are) undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA for the next funding year, but has (have) not completed all requirements of CIPA for this funding year.

(FOR FUNDING YEAR 2003 ONLY: FOR LIBRARIES IN THE SECOND OR THIRD FUNDING YEAR FOR PURPOSES OF CIPA) is (are) in compliance with the requirements of CIPA under 47 U.S.C. § 254(l) and undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA under 47 U.S.C. § 254(h) for the next funding year.

c the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), does not apply because the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments is (are) receiving discount services only for telecommunications services.

CIPA Waiver. Check the box below if you are requesting a waiver of CIPA requirements for the Second Funding Year after the recipients of service under your administrative authority have applied for discounts:

d I am providing notification that, as of the date of the start of discounted services, I am unable to make the certifications required by the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), because my state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certification(s) otherwise required. I certify that the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments will be brought into compliance with the CIPA requirements before the start of the Third Funding Year in which they apply for discounts.

(CIPA WAIVER FOR LIBRARIES FOR FUNDING YEAR 2004. Check the box above if you are requesting this waiver of CIPA requirements for Funding Year 2004 for the library(ies) under your administrative authority that has (have) applied for discounts for Funding Year 2004. By checking this box, you are certifying that the library(ies) represented in the Funding Request Number(s) on this FCC Form 479 will be brought into compliance with the CIPA requirements before the start of the Funding Year 2005.)

The certification language above is not intended to fully set forth or explain all the requirements of the statute.

7. Signature of authorized person	8. Date
<i>Ardis McCann</i>	12/22/14
9. Printed name of authorized person	
Ardis McCann	
10. Title or position of authorized person	
Instructional Specialist	
11. Telephone number of authorized person	
(214) 689-5507	

FCC NOTICE FOR INDIVIDUALS REQUIRED BY THE PRIVACY ACT AND THE PAPERWORK REDUCTION ACT

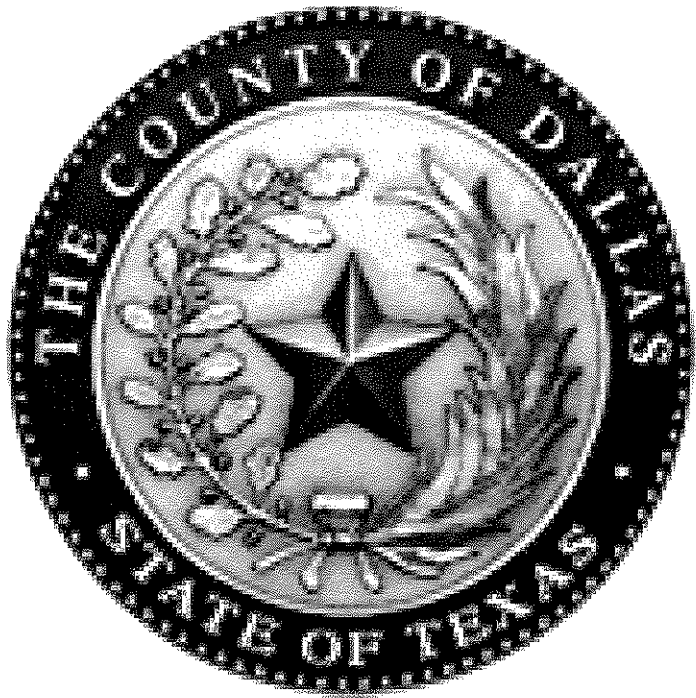
Part 54 of the Commission's Rules authorizes the FCC to collect the information on this form. Failure to provide all requested information will delay the processing of the application or result in the application being returned without action. Information requested by this form will be available for public inspection. Your response is required to obtain the requested authorization.

The public reporting for this collection of information is estimated to be 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the required data, and completing and reviewing the collection of information. If you have any comments on this burden estimate, or how we can improve the collection and reduce the burden it causes you, please write to the Federal Communications Commission, AMD-PERM, Paperwork Reduction Act Project (3060-0853), Washington, DC 20554. We will also accept your comments regarding the Paperwork Reduction Act aspects of this collection via the Internet if you send them to PRA@fcc.gov. PLEASE DO NOT SEND YOUR RESPONSE TO THIS FORM TO THIS ADDRESS.

Remember - You are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number or if we fail to provide you with this notice. This collection has been assigned an OMB control number of 3060-0853.

THE FOREGOING NOTICE IS REQUIRED BY THE PRIVACY ACT OF 1974, PUBLIC LAW 93-579, DECEMBER 31, 1974, 5 U.S.C. 552a(e)(3) AND THE PAPERWORK REDUCTION ACT OF 1995, PUBLIC LAW 104-13, OCTOBER 1, 1995, 44 U.S.C. SECTION 3507.

A paper copy of this form, with a signature in Block 2, Item 7, must be mailed or delivered to your Billed Entity.



ACTION ITEM

0.



**DALLASCOUNTY
JUVENILE DEPARTMENT**

Dr. Terry S. Smith
Director Juvenile Services
Chief Juvenile Probation Officer

Henry Wade Juvenile Justice Center
2600 Lone Star Drive, Box 5 Dallas, Texas 75212

MEMORANDUM

Date: January 26, 2015
To: Academy for Academic Excellence School Board
From: Dr. Terry S. Smith, Director
Subject: Academy for Academic Excellence Budget Amendment #3

Background of Issue:

The original budget for the Academy for Academic Excellence (AAE), presented on June 23, 2014, (Court Order 2014-0771) was amended by Budget Amendment #2 on October 27, 2014, (Court Order 2014-1591) based on bus pass necessity and student internship program. This briefing seeks authorization to accept maximum entitlements, roll-forward funds, to include the Instructional Materials Allotment (IMA) funds allotted to AAE and to make operational allocation line item adjustments to meet the needs of the campuses and the district. This will include the purchase of additional instructional and office supplies, replacement technology and pay to upgrade the AAE internet service to take full advantage of the web based curriculum presently offered to students and future web based programming.

Impact on Operations and Maintenance:

Title I, Part A:

Title I, Part A provides funding for resources for schools with high concentrations of students from low income families to provide a high quality education that will enable all children to meet the State's student performance standards. Reallocations were made to provide needed supplies for youth and additional technology upgrades. Recommendations to line item adjustments and purchases from Title I, Part A maximum entitlement and roll-forward include:

• Increase mileage	\$ 500
• Increase conference	\$ 4,500
• Increase computer software	\$ 3,000
• Increase license	\$ 85,000
• Increase office supplies	\$ 2,000
• Increase training	\$ 5,000
• Increase contracted services	\$ 20,000
TOTAL ALLOCATED	\$120,000.00

*To assist referred youth in becoming productive,
law abiding citizens, while promoting public safety and victim restoration.*

214-698-2200 Office

214-698-5508 Fax

Title I, Part D:

Title I, Part D provides funding for prevention and intervention programs for children and youth who are neglected, delinquent or at risk. Reallocations were made to provide needed supplies for youth and additional training for the teaching staff. Recommendations to line item adjustments and purchases from Title I, Part D maximum entitlement and roll- forward include:

- Increase school supplies \$ 3,188
- Increase contracted services \$ 25,000

TOTAL ALLOCATED: \$ 28,188

Outlined below are anticipated expenditures for Title I, Part D:

<u>Item/vendor</u>	<u>Anticipated Cost</u>
• Styles of Music Production	\$ 10,000
• Parent Involvement Program	\$ 8,000

Title II, Part A:

Title II, Part A provides funding for teacher and principal training and recruitment. It cannot be used for any other purpose. Recommendations to line item adjustments and purchases from Title II, Part A maximum entitlement and roll- forward include:

- Increase mileage \$ 150
- Increase conference \$ 1,350
- Increase training \$ 3,500
- Increase school supplies \$ 1,000
- Increase contracted services \$ 1,000

TOTAL ALLOCATED \$ 7,000

Title III, Part A:

Title III, Part A assist schools with material resources and support services for Limited English Proficient (LEP) students. Reallocations were made to provide needed supplies for youth and additional training for the teaching staff. Recommendations to line item adjustments and purchases from Title III, Part A maximum entitlement and roll- forward include:

- Increase mileage \$ 100
- Increase conference \$ 1,000
- Increase computer software \$ 500
- Increase office supplies \$ 500
- Increase training \$ 1,000
- Increase textbooks \$ 530
- Increase school supplies \$ 1,000

TOTAL ALLOCATED \$ 4,630

*To assist referred youth in becoming productive,
law abiding citizens, while promoting public safety and victim restoration.*

IDEA – B:

IDEA - B assists schools with materials and resources to work with students with disabilities. Reallocations were made to provide needed supplies for students and additional training for the teaching staff. Recommendations to line item adjustments and purchases from IDEA - B maximum entitlement and roll- forward include:

• Increase training	\$ 10,500
TOTAL ALLOCATED	\$ 10,500

Instructional Materials Allotment

Legislation from the 82nd Texas Legislature, First Called Session, 2011, created an Instructional Materials Allotment (IMA) for the purchase of instructional materials, technological equipment and technology-related services:

“A school district is entitled to an annual allotment from the state instructional materials fund for each student enrolled in the district on a date during the preceding school year specified by the commissioner. The commissioner shall determine the amount of the allotment per student each year on the basis of the amount of money available in the state instructional materials fund. An allotment under this section shall be transferred from the state instructional materials fund to the credit of the district’s instructional materials account as provided by Section 31.0212. “

Computer Software	\$ 40,000
Training	\$ 10,000
Textbooks	\$ 7,000
School Supplies	\$ 2,000
Contracted Services	\$ 32,250
TOTAL ALLOTMENT	\$ 91,250

Outlined below are anticipated purchases and cost for IMA:

<u>Item/Vendor</u>	<u>Anticipated cost</u>
EPS Remediation Student Program	\$ 32,250

Strategic Plan Compliance:

This request complies with Vision 3: Dallas is safe, secure, and prepared, by expanding disposition alternatives with regard to treatment for youth/families involved in the juvenile justice system.

Legal Information:

As the Academy for Academic Excellence School Board for the Academy for Academic Excellence Charter School, the School Board has operational and fiscal responsibility and must approve amendments to the original budget, as well as, purchase authorizations.

Financial Impact/Considerations:

There is no financial impact to Dallas County. All funding comes from the Texas Education Agency (TEA) and Federal Grants.

Performance Impact Measures:

There are no specific performance measures.

Project Schedule/Implementation:

The current budget begins September 1, 2014 and will be in effect until August 31, 2015.

Recommendation:

It is recommended that the Academy for Academic Excellence School Board approve the attached line item adjustments from Title I Part A and D, Title II, Title II, IDEA B, and Instructional Materials Allotment funds.

Recommended by:



Dr. Terry S. Smith, Director
Dallas County Juvenile Department

*To assist referred youth in becoming productive,
law abiding citizens, while promoting public safety and victim restoration.*

214-698-2200 Office

214-698-5508 Fax

IDEA – B:

IDEA - B assists schools with materials and resources to work with students with disabilities. Reallocations were made to provide needed supplies for students and additional training for the teaching staff. Recommendations to line item adjustments and purchases from IDEA - B maximum entitlement and roll- forward include:

- Increase training \$ 10,500

TOTAL ALLOCATED \$ 10,500

Instructional Materials Allotment

Legislation from the 82nd Texas Legislature, First Called Session, 2011, created an Instructional Materials Allotment (IMA) for the purchase of instructional materials, technological equipment and technology-related services:

“A school district is entitled to an annual allotment from the state instructional materials fund for each student enrolled in the district on a date during the preceding school year specified by the commissioner. The commissioner shall determine the amount of the allotment per student each year on the basis of the amount of money available in the state instructional materials fund. An allotment under this section shall be transferred from the state instructional materials fund to the credit of the district’s instructional materials account as provided by Section 31.0212. “

- Computer Software \$ 40,000
- Training \$ 10,000
- Textbooks \$ 7,000
- School Supplies \$ 2,000
- Contracted Services \$ 32,250

TOTAL ALLOTMENT \$ 91,250

Outlined below are anticipated purchases and cost for IMA:

<u>Item/Vendor</u>	<u>Anticipated cost</u>
EPS Remediation Student Program	\$ 32,250

WHEREAS,

This request complies with Vision 3: Dallas is safe, secure, and prepared, by expanding disposition alternatives with regard to treatment for youth/families involved in the juvenile justice system.

IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED that the Academy for Academic Excellence Charter School Board approve the contract with Styles of Music Mentoring Program and President of the AAE Charter School Board, to sign the contract.

DONE IN OPEN BOARD MEETING this 26th day of January, 2015.

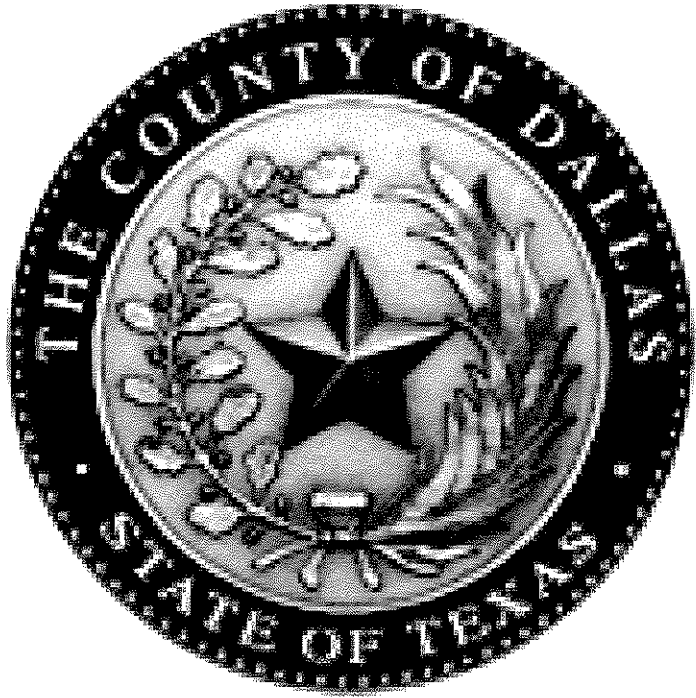
The forgoing Juvenile Board Order was lawfully moved by _____ and seconded by _____, and duly adopted by the Juvenile Board on a vote of ____ for the motion and _____ opposed.

Recommended by:

Approved by:

Dr. Terry S. Smith, Director
Dallas County Juvenile Department

President
Academy for Academic Excellence School Board



ACTION ITEM

P.



**DALLAS COUNTY
JUVENILE DEPARTMENT**

Dr. Terry S. Smith
Director Juvenile Services
Chief Juvenile Probation Officer

Henry Wade Juvenile Justice Center
2600 Lone Star Drive, Box 5 Dallas, Texas 75212

MEMORANDUM

Date: January 26, 2015

To: Academy for Academic Excellence Charter School Board

From: Dr. Terry S. Smith, Director
Dallas County Juvenile Department

Subject: Styles of Music Mentoring Program Memorandum of Understanding with the Academy of Academic Excellence

Background of Issue:

In June 2014, at the Dallas County Juvenile Board approved the FY '15 for the Academy for Academic Excellence Charter School Board (AAE) and the board approved \$25,000 for Contracted Services. The purpose of this briefing is to request Academy for Academic Excellence School Board approval of the Memorandum of Understanding between Styles of Music Program and the AAE. Specifically, the AAE would like Styles of Music Program to focus on Special Education students in the Day Reporting Center and the Youth Village.

The AAE Special Education Secondary Curriculum and Instruction Department provides models of support and educational services for secondary special education students who are receiving external, in-class and specialized support in the general education mainstream. Senate Bill 1196 of the 77th Texas Legislature requires Special Education Programs develop a full continuum of positive behavior intervention strategies. In adherence to the Texas Behavior Support Initiative, the AAE Special Education Program will provide enhanced learning opportunities to assist students in becoming successful and socially appropriate independent thinkers.

The Special Education Program aims to offer a continuum of services meeting the Behavioral Support needs of our students. The level of support provided to students by the Behavior Program depends on the individual needs of the student. Currently, the AAE is servicing 22 Special Education students at the Day Reporting Center and 29 Special Education students at Youth Village all of which according to their Individualized Education Plans (IEPs) have Behavior Intervention Plans (BIPs) and require behavior intervention as a result of those BIPs. Recently, there has been a focus in research regarding the value of mentoring at-risk-youth with an emphasis placed on Special Education students. Research shows that students who meet regularly with their mentors are 52% less likely than their peers to skip a day of school and 37% less likely to skip a class. Youth who meet regularly with their mentors are 46% less likely than their peers to start using illegal drugs and 27% less likely to start drinking "Public/Private Ventures Study of Big Brothers Big Sisters (2013)".

According to a 2013 study noted above, "The Role of Risk: Mentoring Experiences and Outcomes for Youth with Varying Risk Profiles," the strongest program benefit and most consistent across risk groups was a reduction in depressive symptoms — a particularly noteworthy finding given that 47.4% of youth in the juvenile justice system are classified as having an Emotional Disturbance disability. In addition to benefits in specific domains, mentored youth also experienced gains in a greater number of outcomes than youth in the comparison group. Overall, the study's results suggest that mentoring programs can be beneficial for youth with a broad range of backgrounds and characteristics.

*To assist referred youth in becoming productive,
law abiding citizens, while promoting public safety and victim restoration.*

This Memorandum of Understanding serves as an agreement between Styles of Music Mentoring Program and the Academy for Academic Excellence.

Impact on Operations and Maintenance:

The partnership with Styles of Music Mentoring Program will impact student success by offering a comprehensive program that engages Special Education students in the development of replacement behavior. The student objectives will be accomplished over an 8 week session which focuses on youth development and skills training. The student objectives are as follows:

- (a) **Effective Communication:** How to articulate thoughts and ideas clearly and effectively; public speaking skills; writing clearly and effectively;
- (b) **Critical Thinking & Problem-Solving:** Sound reasoning and analytical thinking; how to use knowledge, facts, and data to solve problems and gain results;
- (c) **Professionalism:** Personal accountability and effective work habits, such as punctuality, working productively with others toward a goal, and time and workload management;
- (d) **Teamwork & Collaboration:** How to build productive and professional working relationships with peers, how to work with diverse teams; how to negotiate and manage conflict;
- (e) **Learning:** Students will be encouraged to develop not only a higher aptitude for academic achievement, but also the ability to approach learning with a strategy for achieving success;
- (f) **Connecting:** Promoting development of positive social behaviors, skills, and attitudes to encourage healthy and productive relationships; and
- (g) **Working:** Motivation geared toward developing positive attitudes, skills, and behaviors centered on vocational direction and developing interests.

Strategic Plan Compliance:

This request complies with Vision 3: Dallas is *safe, secure, and prepared*, by expanding disposition alternatives with regard to treatment for youth/families involved in the juvenile justice system.

Legal Information:

The agreement written by Mr. Cedric Goodman, Styles of Music Program Director, has been approved as to form by the Assistant District Attorney, Civil Section, Mrs. Denika Caruthers.

Financial Impact/Considerations:

There will be no financial impact to the county as funds used to contract with Styles of Music Mentoring Program will be paid for by Title I, Part D funds. The proposed program cost is \$9,328.00.

Performance Impact Measures:

We anticipate the following performance measures;

- 35% increase in attendance
- 20% increase in reading and math EPS Literacy and Intervention Program
- 30% decrease in discipline referrals

*To assist referred youth in becoming productive,
law abiding citizens, while promoting public safety and victim restoration.*

Project Schedule/Implementation:

The AAE Charter School budget will be implemented on September 1, 2014 and be in effect until August 31, 2015. The program will run concurrently on the DRC and Youth Village campus for 8 weeks during the spring 2015 academic semester.

Recommendation:

It is recommended the Academy for Academic Excellence Charter School Board approve the contract with Styles of Music Mentoring Program and authorize the President of the AAE Charter School Board, to sign the contract.

Recommended by:

A handwritten signature in black ink, appearing to read "Terry S. Smith", written over a horizontal line.

Dr. Terry S. Smith, Director
Dallas County Juvenile Department



SERVICE CONTRACT

BETWEEN

ACADEMY FOR ACADEMIC EXCELLENCE CHARTER SCHOOL BOARD AND

ON BEHALF OF THE DALLAS COUNTY DAY REPORTING CENTER (DRC)

AND

STYLES OF MUSIC MENTORING PROGRAM (SOMP)

This service contract is made and entered into by the Academy for Academic Excellence Charter School Board on behalf of the Dallas County Day Reporting Center (**DRC**) and Styles of Music Program (Independent Contractor/SOMP), for the purpose of providing mentoring services.

Article 1 SCOPE OF SERVICES

1.1 At the request of the Dallas County (DRC), the Independent Contractor agrees to provide services set forth below. The Independent Contractor represents that it has the requisite knowledge and skills to provide all such services.

STYLES OF MUSIC MENTORING PROGRAM

8 WEEK SESSION

Youth Development (Conducted by SOMP Facilitators)

- Wednesday of each week
- Hours 12pm to 2pm
- Group Sessions (Topics selected by SOMP Facilitators)
- One on one Sessions (Topics geared toward individual needs)

1.2 STYLES OF MUSIC MENTORING PROGRAM

- Youth Development focus to help students learn to understand and communicate their feelings, to relate to their peers and to develop positive relationships with parents/adults.

- Mentoring topics selected to stimulate thinking skills and positive change in areas we have found that our students struggle with the most: Drug Education, Peer Pressure, Anger Management and Life Goals/Responsible Planning.
- A comprehensive program that engages the student in training or class activities that develop their soft skills: Communication skills, Interpersonal skills, Decision making skills, and Lifelong learning skills.

1.1**COURSE OBJECTIVE**

This program is designed to provide students with an innovative learning experience that promotes critical thinking and the essential life skills needed to succeed in life.

Student Objectives:

- Effective Communication*: How to articulate thoughts and ideas clearly and effectively; public speaking skills; writing clearly and effectively.
- Critical Thinking & Problem-Solving*: Sound reasoning and analytical thinking; how to use knowledge, facts, and data to solve problems and gain results.
- Professionalism*: Personal accountability and effective work habits, such as punctuality, working productively with others toward a goal, and time and workload management.
- Teamwork & Collaboration*: How to build productive and professional working relationships with peers, how to work with diverse teams; how to negotiate and manage conflict.
- Learning*: Students will be encouraged to develop not only a higher aptitude for academic achievement, but also the ability to approach learning with a strategy for achieving success.
- Connecting*: Promoting development of positive social behaviors, skills, and attitudes to encourage healthy and productive relationships.
- Working*: Motivation geared toward developing p positive attitudes, skills, and behaviors centered on vocational direction and developing interests.

Article 2**LOCATION OF SERVICES/CONTACT INFORMATION**

The Independent Contractor will provide the services described in Article 1 at the Dallas County DRC located at 1673 Terre Colony Ct. Dallas, Texas 75212.

Independent Contractor's contact person is Cedric Goodman at 214-597-8559.

Article 3 APPROVAL CONDITIONS

Executed Agreement: This contract will not become effective until concurrence is reached between the said parties and the Agreement has been fully executed. The Independent Contractor will provide an 8 week phase program under the execution of this agreement after which services may be on a continuum basis upon execution. The Independent Contractor understands that the Dallas County shall not be obligated to compensate for any services provided prior to the execution of this contract.

Article 4 COMPENSATION

Fee: The parties agree that the Independent Contractor shall be entitled to four thousand six hundred sixty-four dollars and no cents (**\$4664.00**) for the Styles of Music Mentoring Program as described under Article 1. The contractor will invoice monthly for services provided from the date of contract **execution**. This amount represents available funds and does not guarantee payment of any funds unless the Independent Contractor provides the proposed services. The Juvenile Department will only be obligated to pay those costs as specified and defined herein, at the rates stated in Article 4 of this contract. Independent contractor will not hold Dallas County responsible for delay in payment for services due to County Auditing procedure, not to exceed thirty (30) days.

Article 5 OWNERSHIP

District Owned Property: All equipment, materials, software or data of every description ("Property") that the Independent Contractor receives directly or indirectly from DALLAS COUNTY is the property of DALLAS COUNTY. The Independent Contractor must safeguard all said property throughout the duration of this Agreement and must return all Property to DALLAS COUNTY upon request of DALLAS COUNTY or upon the termination or expiration of this Agreement, whichever is earlier.

Article 6 FISCAL FUNDING

It is understood by all parties that payment obligations created by this Contract are conditioned upon the availability of County, State or Federal funds appropriated or allocated for the payment of such obligations.

Article 7 CRIMINAL BACKGROUND CHECKS

The criminal background checks must be conducted through the Fingerprint Applicant Services of Texas (FAST) program utilizing the Dallas County Juvenile Department's ORI #: TX057013G. The County will review the results of the criminal background checks and determine the individuals' eligibility to volunteer or work under this Contract.

Article 8 TERMINATION

Either party may terminate this agreement immediately by giving the other party written notice. Any unearned portion of fees paid on the date of termination shall be refunded to Dallas County within ten (10) days.

Article 9 INSURANCE

It is (SOMP) responsibility to make sure that it has a comprehensive general liability and professional insurance with "personal injury" coverage, with minimum limits of \$1,000,000 for bodily injuries to or death of a person , and an aggregate of \$500,000.00 for any one (1) occurrence is in place for the (Program's Name) program. There is also an additional umbrella policy of \$2,000,000 for events related to the covered activity but not outlined in the policy.

Contractor shall, at all times during the term of this Contract and at its own expense, provide and keep in full force and effect a policy of workers' compensation insurance for coverage in Texas with an Employer's liability limit of:

Bodily injury by accident – FIVE HUNDRED THOUSAND AND NO/100 DOLLARS (\$500,000.00) each accident;

Bodily injury by disease - FIVE HUNDRED THOUSAND AND NO/100 DOLLARS \$500,000.00) each employee; and

Bodily injury by disease - FIVE HUNDRED THOUSAND AND NO/100 DOLLARS (\$500,000.00) policy limit.

Article 10 SOVERIEGN IMMUNITY

This Contract is expressly made subject to County's sovereign immunity, Title 5 of the Texas Civil Remedies Code and all applicable State and federal law. The parties expressly agree that no provision of this Contract is in any way intended to constitute a waiver of any immunities from suit or from liability that the parties or the County has by operation of law. Nothing herein is intended to benefit any third-party beneficiaries to this Contract

Article 11 VENUE

In providing Services required by this MOU, the parties must observe and comply with all licenses, legal certifications, or inspections required for the Services, or materials, and all applicable Federal, State, and local statutes, ordinances, rules, and regulations. This MOU shall be governed by Texas law and exclusive venue shall lie in Dallas County, Texas. All statutes and law stated herein shall be updated as amended.

Styles of Music Mentoring Program MOU with DRC

Dallas County Juvenile Board:

Academy for Academic Excellence School Board
Henry Wade Juvenile Justice Center
2600 Lone Star Drive
Dallas, Texas 75212
Phone: 214-698-4924
Fax: 214-698-4494

Academy for Academic Excellence:

Dr. Terry S. Smith
Director of Juvenile Services
Dallas County Juvenile Department
2600 Lone Star Drive
Dallas, Texas 75212
Phone: 214-698-2223
Fax: 214-698-5508
Email: Terry.Smith@dallascounty.org

Style of Music:

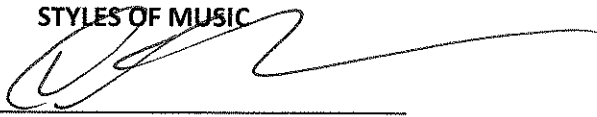
Cedric Goodman
Director of Styles of Music
4607 Village Fair Drive, Suite 321
Dallas, Texas 75224
Phone: 214-597-8559
Fax: NA

EXECUTED THIS _____ DAY OF _____, 2015

ACADEMY FOR ACADEMIC EXCELLENCE SCHOOL BOARD

By: _____
President
Academy for Academic Excellence School Board

STYLES OF MUSIC

By: 
Cedric Goodman, SOMP Director
Styles of Music

RECOMMENDED:

By: _____
Dr. Terry S. Smith, Director
Dallas County Juvenile Department

DALLAS COUNTY

SUSAN HAWK
DISTRICT ATTORNEY

By: _____
Denika R. Caruthers
Assistant District Attorney



SERVICE CONTRACT

BETWEEN

ACADEMY FOR ACADEMIC EXCELLENCE CHARTER SCHOOL BOARD AND

ON BEHALF OF THE DALLAS COUNTY YOUTH VILLAGE

AND

STYLES OF MUSIC MENTORING PROGRAM (SOMP)

This service contract is made and entered into by the Academy for Academic Excellence Charter School Board on behalf of the Dallas County Youth Village and Styles of Music Program (Independent Contractor/SOMP), for the purpose of providing mentoring services.

Article 1 SCOPE OF SERVICES

1.1 At the request of the Dallas County Youth Village, the Independent Contractor agrees to provide Services set forth below. The Independent Contractor represents that it has the requisite knowledge and skills to provide all such services.

STYLES OF MUSIC MENTORING PROGRAM

8 WEEK SESSION

Youth Development (Conducted by SOMP Facilitators)

- Monday of each week
- Hours 8am to 10am
- Group Sessions (Topics selected by SOMP Facilitators)
- One on one Sessions (Topics geared toward individual needs)

1.2 STYLES OF MUSIC MENTORING PROGRAM

- Youth Development focus to help students learn to understand and communicate their feelings, to relate to their peers and to develop positive relationships with parents/adults.

- Mentoring topics selected to stimulate thinking skills and positive change in areas we have found that our students struggle with the most: Drug Education, Peer Pressure, Anger Management and Life Goals/Responsible Planning.
- A comprehensive program that engages the student in training or class activities that develop their soft skills: Communication skills, Interpersonal skills, Decision making skills, and Lifelong learning skills.

1.1

COURSE OBJECTIVE

This program is designed to provide students with an innovative learning experience that promotes critical thinking and the essential life skills needed to succeed in life.

Student Objectives:

- a. Effective Communication: How to articulate thoughts and ideas clearly and effectively; public speaking skills; writing clearly and effectively.
- b. Critical Thinking & Problem-Solving: Sound reasoning and analytical thinking; how to use knowledge, facts, and data to solve problems and gain results.
- c. Professionalism: Personal accountability and effective work habits, such as punctuality, working productively with others toward a goal, and time and workload management.
- d. Teamwork & Collaboration: How to build productive and professional working relationships with peers, how to work with diverse teams; how to negotiate and manage conflict.
- e. Learning: Students will be encouraged to develop not only a higher aptitude for academic achievement, but also the ability to approach learning with a strategy for achieving success.
- f. Connecting: Promoting development of positive social behaviors, skills, and attitudes to encourage healthy and productive relationships.
- g. Working: Motivation geared toward developing p positive attitudes, skills, and behaviors centered on vocational direction and developing interests.

Article 2

LOCATION OF SERVICES/CONTACT INFORMATION

The Independent Contractor will provide the services described in Article 1 at the Dallas County Youth Village located at 1508 East Langdon Rd., Dallas, Texas 75241.

Independent Contractor’s contact person is Cedric Goodman at 214-597-8559.

Article 3 APPROVAL CONDITIONS

Executed Agreement: This contract will not become effective until concurrence is reached between the said parties and the Agreement has been fully executed. The Independent Contractor will provide an 8 week phase program under the execution of this agreement after which services may be on a continuum basis upon execution. The Independent Contractor understands that the Dallas County shall not be obligated to compensate for any services provided prior to the execution of this contract.

Article 4 COMPENSATION

Fee: The parties agree that the Independent Contractor shall be entitled to four thousand six hundred sixty-four dollars and no cents (**\$4664.00**) for the Styles of Music Mentoring Program as described under Article 1. The contractor will invoice monthly for services provided from the date of contract **execution**. This amount represents available funds and does not guarantee payment of any funds unless the Independent Contractor provides the proposed services. The Juvenile Department will only be obligated to pay those costs as specified and defined herein, at the rates stated in Article 4 of this contract. Independent contractor will not hold Dallas County responsible for delay in payment for services due to County Auditing procedure, not to exceed thirty (30) days.

Article 5 OWNERSHIP

District Owned Property: All equipment, materials, software or data of every description ("Property") that the Independent Contractor receives directly or indirectly from DALLAS COUNTY is the property of DALLAS COUNTY. The Independent Contractor must safeguard all said property throughout the duration of this Agreement and must return all Property to DALLAS COUNTY upon request of DALLAS COUNTY or upon the termination or expiration of this Agreement, whichever is earlier.

Article 6 FISCAL FUNDING

It is understood by all parties that payment obligations created by this Contract are conditioned upon the availability of County, State or Federal funds appropriated or allocated for the payment of such obligations.

Article 7 CRIMINAL BACKGROUND CHECKS

The criminal background checks must be conducted through the Fingerprint Applicant Services of Texas (FAST) program utilizing the Dallas County Juvenile Department's ORI #: TX057013G. The County will review the results of the criminal background checks and determine the individuals' eligibility to volunteer or work under this Contract.

Article 8 TERMINATION

Either party may terminate this agreement immediately by giving the other party written notice. Any unearned portion of fees paid on the date of termination shall be refunded to Dallas County within ten (10) days.

Article 9 INSURANCE

It is (SOMP) responsibility to make sure that it has a comprehensive general liability and professional insurance with “personal injury” coverage, with minimum limits of \$1,000,000 for bodily injuries to or death of a person , and an aggregate of \$500,000.00 for any one (1) occurrence is in place for the (Program’s Name) program. There is also an additional umbrella policy of \$2,000,000 for events related to the covered activity but not outlined in the policy.

Contractor shall, at all times during the term of this Contract and at its own expense, provide and keep in full force and effect a policy of workers’ compensation insurance for coverage in Texas with an Employer’s liability limit of:

- Bodily injury by accident – FIVE HUNDRED THOUSAND AND NO/100 DOLLARS (\$500,000.00) each accident;
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Article 11 VENUE

In providing Services required by this MOU, the parties must observe and comply with all licenses, legal certifications, or inspections required for the Services, or materials, and all applicable Federal, State, and local statutes, ordinances, rules, and regulations. This MOU shall be governed by Texas law and exclusive venue shall lie in Dallas County, Texas. All statutes and law stated herein shall be updated as amended.

Styles of Music Mentoring Program MOU with Youth Village

Dallas County Juvenile Board:

Academy for Academic Excellence School Board
Henry Wade Juvenile Justice Center
2600 Lone Star Drive
Dallas, Texas 75212
Phone: 214-698-4924
Fax: 214-698-4494

Academy for Academic Excellence:

Dr. Terry S. Smith
Director of Juvenile Services
Dallas County Juvenile Department
2600 Lone Star Drive
Dallas, Texas 75212
Phone: 214-698-2223
Fax: 214-698-5508
Email: Terry.Smith@dallascounty.org

Style of Music:

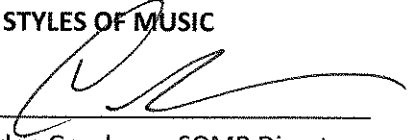
Cedric Goodman
Director of Styles of Music
4607 Village Fair Drive, Suite 321
Dallas, Texas 75224
Phone: 214-597-8559
Fax: NA

EXECUTED THIS _____ DAY OF _____, 2015

ACADEMY FOR ACADEMIC EXCELLENCE SCHOOL BOARD

By: _____
President
Academy for Academic Excellence School Board

STYLES OF MUSIC

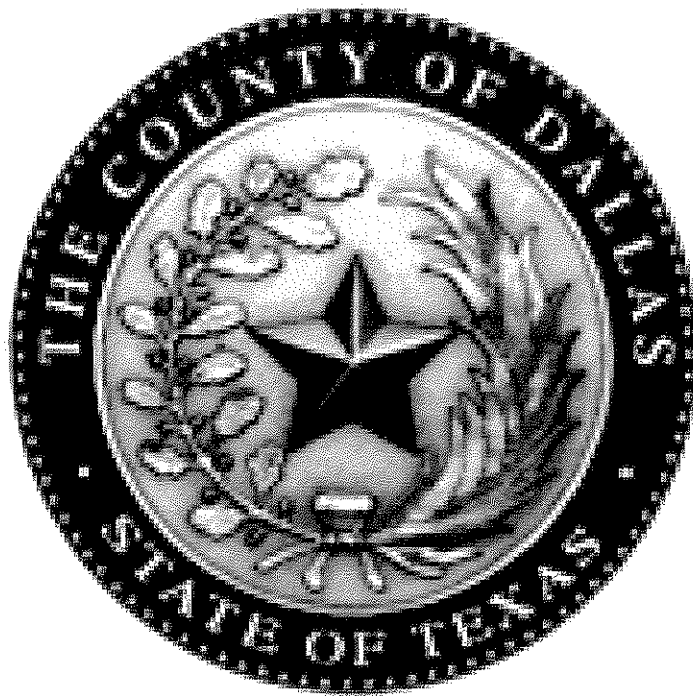
By: 
Cedric Goodman, SOMP Director
Styles of Music

RECOMMENDED:

By: _____
Dr. Terry S. Smith, Director
Dallas County Juvenile Department

DALLAS COUNTY
SUSAN HAWK
DISTRICT ATTORNEY

By: _____
Denika R. Caruthers
Assistant District Attorney



ACTION ITEM

Q.



**DALLAS COUNTY
JUVENILE DEPARTMENT**

Dr. Terry S. Smith
Director Juvenile Services
Chief Juvenile Probation Officer

Henry Wade Juvenile Justice Center
2600 Lone Star Drive, Box 5 Dallas, Texas 75212

MEMORANDUM

Date: January 26, 2015
To: Academy for Academic Excellence School Board
From: Dr. Terry S. Smith, Director
Subject: Navarro College and TJJD Dual Credit Program

Background of Issue:

The Academy for Academic Excellence School Board approved their 2014-15 budget on June 23, 2014 (No Court Order #). In September 1998, the Dallas County Juvenile Board was granted the authority to operate an open-enrollment Charter school to be located in each of its residential institutions as well as at its Substance Abuse/Day Treatment program. In 2004, the Day Reporting Center (DRC) was also included as a charter school campus. The Dallas County Juvenile Board serves as the school board for the Juvenile Justice Charter School (DCJCS), which is now named Academy for Academic Excellence (AAE). The purpose of this brief is to approve the User Agreement between the Academy for Academic Excellence and Navarro College.

Impact on Operations and Maintenance:

Our state accountability data shows we have a high population of over-aged, under-credited students, which translates to increased drop-out rates. In 2014, The State of America's Children Report issued by the Children's Defense Fund, reported that 514,238 public school students dropped out during the 2009-2010 academic school year.

The National Dropout Prevention Center (2010) found that participation in dual enrollment programs are associated with increased likelihood of high school graduation, enrollment in post-secondary education, and college graduation. In our efforts to support the Department's "Youth First" motto, the Charter must aggressively seek additional alternative method(s) to decrease the statistical likelihood of students dropping out due to being over-aged and under-credited. Navarro College has partnered with TJJD to successfully offer youth matriculating through the juvenile justice system a continued opportunity to further their education. In 2009, Navarro College partnered with TJJD to provide college courses for incarcerated youth and youth in halfway housing. Since that time, youth in eight secure facilities and nine halfway houses have participated and successfully completed college and certificate courses.

The AAE is proposing to offer the dual credit program which will consist of direct instruction provided to our long term programs (Youth Village, Medlock, DRC, START, RDT, and SAU) via distance learning from tenured Navarro College instructors and adjunct professors. Navarro College has contracted with TJJD to offer dual credit tuition at a rate of \$185 per student per course. TJJD will maintain all security network systems and connections. There will be no additional cost incurred by Dallas County for TJJD to provide network security and desktop assistance. Dallas County IT, Adeeb Hyder, Manager of Desktop and Desk Services, will be able to provide technical assistance for this endeavor.

*To assist referred youth in becoming productive,
law abiding citizens, while promoting public safety and victim restoration.*

214-698-2200 Office

214-698-5508 Fax

Strategic Plan Compliance:

This request complies with Vision 3: Dallas is *safe, secure, and prepared*, by expanding disposition alternatives with regard to treatment for youth/families involved in the juvenile justice system.

Legal Impact:

The User Agreement has been reviewed and approved to form by Assistant District Attorney, Civil Services, Denika Caruthers.

Financial Impact:

We are asking to pilot this program with \$4,500 from Title I Part D. This will allow 25 students to participate. Once outcomes are measured we would like to potentially seek assistance from YSAB for an additional \$4,500 per academic year, potentially allowing for 50 students to gain both high-school and college credit simultaneously.

Performance Impact Measures:

The Academy for Academic Excellence seeks to increase in the number of over-aged and under-credited students obtaining high school credit, in conjunction with a decreased number of students dropping out. Specifically, the AAE seeks to enroll 25 students and insure at least 50% earn dual credit. The AAE Transition Case Managers have developed a tracking system which will be utilized to track credits earned by participants.

Project Schedule/Implementation:

This user agreement is from February 2015 to the end of June 2015.

Recommendation:

It is recommended that the Academy for Academic Excellence School Board approve the User Agreement between the Academy for Academic Excellence Charter School and Navarro College/TJJJ Credit Program to authorize the Charter School Board President to sign the User Agreement on behalf of the Charter School Board.

Respectfully submitted by:



Dr. Terry S. Smith, Director
Dallas County Juvenile Department

JUVENILE BOARD ORDER

ORDER NO: 2015-XXX

DATE: January 26, 2015

STATE OF TEXAS §

COUNTY OF DALLAS §

BE IT REMEMBERED at a regular meeting of the Juvenile Board of Dallas County, Texas, held on the 26th day of January 2015, in accordance with the Texas Open Meetings Act, with a quorum of the member present, to wit:

Name	Name	Name
Name	Name	Name
Name	Name	Name

Where, among other matters, came up for consideration and adoption the following Juvenile Board Order:

WHEREAS, the Academy for Academic Excellence School Board approved their 2014-15 budget in June 23, 2014 (Court Order 2014-0203). In September 1998, the Dallas County Juvenile Board was granted the authority to operate an open-enrollment Charter school to be located in each of its residential institutions as well as at its Substance Abuse/Day Treatment program. In 2004, the Day Reporting Center (DRC) was also included as a charter school campus. The Dallas County Juvenile Board serves as the school board for the Juvenile Justice Charter School (DCJCS), which is now named Academy for Academic Excellence (AAE). The purpose of this brief is to approve the User Agreement between the Academy for Academic Excellence and Navarro College; and

WHEREAS, our state accountability data shows we have a high population of over-aged, under-credited students, which translates to increased drop-out rates. In 2014, The State of America’s Children Report issued by the Children’s Defense Fund, reported that 514,238 public school students dropped out during the 2009-2010 academic school year; and

WHEREAS, the National Dropout Prevention Center (2010) found that participation in dual enrollment programs are associated with increased likelihood of high school graduation, enrollment in post-secondary education, and college graduation. In our efforts to support the Department’s “Youth First” motto, the Charter must aggressively seek additional alternative method(s) to decrease the statistical likelihood of students dropping out due to being over-aged and under-credited. Navarro College has partnered with TJJD to successfully offer youth matriculating through the juvenile justice system a continued opportunity to further their education. In 2009, Navarro College partnered with TJJD to provide college courses for incarcerated youth and youth in halfway housing. Since that time, youth in eight secure facilities and nine halfway houses have participated and successfully completed college and certificate courses; and

WHEREAS, The AAE is proposing to offer the dual credit program which will consist of direct instruction provided to our long term programs (Youth Village, Medlock, DRC, START, RDT, and SAU) via distance learning from tenured Navarro College instructors and adjunct professors. Navarro College has contracted with TJJD to offer dual credit tuition at a rate of \$185 per student per course. TJJD will maintain all security network systems and connections. There will be no additional cost incurred by Dallas County for TJJD to provide network security and desktop assistance. Dallas County IT, Adeeb Hyder, Manager of Desktop and Desk Services, will be able to provide technical assistance for this endeavor; and

WHEREAS, this request complies with Vision 3: Dallas is safe, secure, and prepared, by expanding disposition alternatives with regard to treatment for youth/families involved in the juvenile justice system.

IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED that the Academy for Academic Excellence Charter School Board approve the User Agreement between the Academy for Academic Excellence Charter School and Navarro College/TJJD Credit Program to authorize the Charter School Board President to sign the User Agreement on behalf of the Charter School Board.

DONE IN OPEN BOARD MEETING this 26th day of January, 2015.

The forgoing Juvenile Board Order was lawfully moved by _____ and seconded by _____, and duly adopted by the Juvenile Board on a vote of _____ for the motion and _____ opposed.

Recommended by:

Approved by:

Dr. Terry S. Smith, Director
Dallas County Juvenile Department

President
Academy for Academic Excellence School Board

Memorandum of Understanding

between

NAVARRO COLLEGE

and

DALLAS COUNTY JUVENILE SERVICES DEPARTMENT

ACADEMIC AND CERTIFICATE PROGRAM PROPOSAL

Statement of Purpose:

Navarro College, with the assistance of TJJD, proposes to enter into an agreement to bring interactive videoconference course offerings to youth under the supervision of Dallas County Juvenile Services Department through a mutual agreement that will result in providing the best possible outcome for detained youth to succeed in the community through continued education and opportunities for employment.

Statements of Services to Be Performed:

The Receiving Agency will:

- Provide each student a computer/workstation and allow for appropriate time to complete assignments.
- Complete the registration process within the agreed upon time
- Monitor classes and maintain order
- Assist the instructor in the delivery of service for the student
- Start class on time
- Take roll and email attendance record to instructor
- Provide access to instructor via video connection
- Pay for tuition and fees as agreed upon
- Maintain strict security of username and password information to prevent security breaches
 - Notify Navarro College immediately if security has been breached
- Provide adequate classroom space conducive to a good learning environment
- Provide registration information to include:
 - Application for admission
 - TSI Entry placement test scores
 - Academic achievement record for dual credit students, or GED scores, or high school diploma

Navarro College will:

- Assign a designated contact person to assist with registration process, advise students and troubleshoot throughout the semester
- Offer a minimum of six to twelve hours per semester that meet core curriculum and and/or dual credit requirements
- Assist county in determining eligibility for students and enrolling student in appropriate classes
- Provide online instruction to eligible students
- Meet with ISD or Charter School personnel for implementation of program at school location
- Provide an enhanced learning experience in order for students to have live interaction with instructor via video conferencing
- Dedicate classroom for instruction
- Process book orders and deliver books to each location
- Provide class offerings at an agreed upon time
- Align course offerings with ISD's school calendar as much as possible
- Work with individual students upon transfer to another facility, college or parole status
- Agree to maintain official records
- Provide experienced instructors who have been trained to conduct interactive video courses.
- Make available the Blackboard access for offered courses by creating passwords and secure logins for each student
- Reconfigure Blackboard to assure no communication will be allowed between students and no web links are accessible through Blackboard or curriculum
- If access codes are used, TJJD will be given reasonable time to vet the course material
- Offer videoconference training to staff proctor to include Blackboard instruction and security practices
- Coordinate with TJJD for video support and maintenance of system

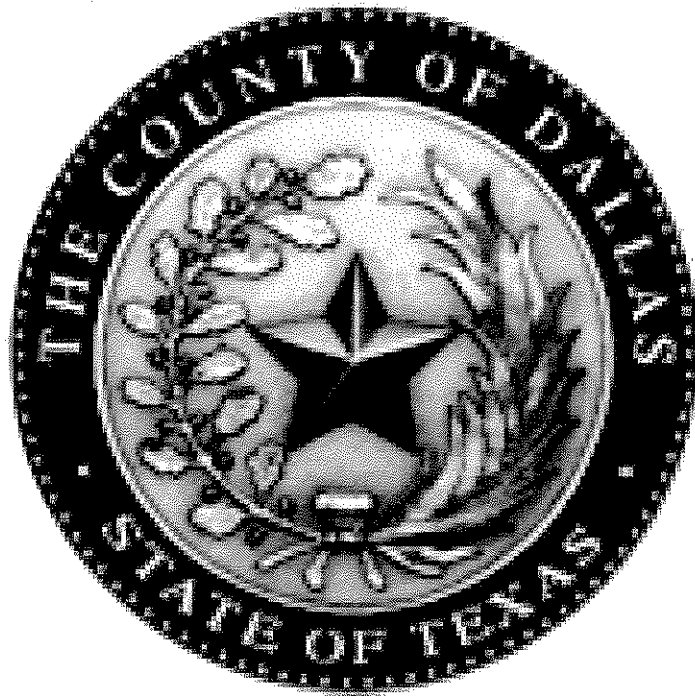
Term of Contract:

This Contract may be terminated with a thirty day written notice by either party. Upon termination of this Contract the College and the County will be discharged from any further obligation created under the terms of this Contract, except for the equitable settlement of the respective accrued interests or obligations incurred prior to termination.

Sheri Short

Sheri Short
Associate Dean, Navarro College

Dr. Terry S. Smith, Director
Dallas County Juvenile Department



ACTION ITEM

R.



Henry Wade Juvenile Justice Center
2600 Lone Star Drive, Box 5 Dallas, Texas 75212

MEMORANDUM

Date: January 26, 2015
To: Academy for Academic Excellence School Board
From: Dr. Terry S. Smith, Director
Re: Renewal of Annual School Board Liability Insurance

Background of Issue:

The purpose of this briefing is to obtain authorization to purchase the school board liability insurance.

In July 1998, the Dallas County Juvenile Justice Charter School was created and assumed control of the Education Services from the previous contract provider, the Brown School. At that time, it was determined the need existed to purchase liability coverage (i.e., Nonprofit Directors and Officers Liability Insurance and School Board Professional Liability Insurance) for Juvenile Board/School Board Members. On July, 23, 2012 the commissioner of Texas Education Agency (TEA) approved the name change of Dallas County Juvenile Justice Charter School to Academy for Academic Excellence.

Previously, the Purchasing Department issued a bid for the policies with coverage levels of \$1,000,000 and \$2,000,000 with deductibles of \$50,000 and \$100,000, respectively.

In October 2013, the Dallas County Juvenile Department was notified by Arthur J. Gallagher Risk Management Services, Inc. the liability insurance for the Dallas County Academy for Academic Excellence School Board would not be renewed at the conclusion of the current policy year ending December 31, 2013.

The subsequent non-renewal notice was forwarded to the Dallas County Risk Manager who has requested that Dallas County Purchasing seek bid request for coverage levels of \$1,000,000 per claim and \$1,000,000 in the aggregate with a deductible of \$100,000, respectively.

Dallas County Purchasing Department received a quote of \$12,372.00 from ACE Scholastic Advantage Educator’s Legal Liability and the purpose of this brief is to seek authorization from the Academy for Academic Excellence Charter School Board to receive legal liability coverage from ACE Scholastic Advantage.

Limit and Premium:

Primary Educators Legal Liability Limits and Retentions:

Quote Option	Limit of Liability Each Claim/Aggregate	Self-Insured Retentions (per Claim)			
		School Officials’ Liability (Ins Agree. 1A.1)	Ed. Institution Reimbursement (Ins Agree. 1A.2)	Ed. Institution Liability (Ins Agree. 1B)	Employ. Practices Liability (Ins Agree. 1C)
1	\$1,000,000	\$0	\$100,000	\$100,000	\$100,000

Operations Impact:

The current request will allow the members of the Academy for Academic Excellence School Board to continue to be provided the appropriate levels of professional liability insurance coverage. The Academy for Academic Excellence cannot operate without the School Board, which has ultimate responsibility for the operations of the Academy for Academic Excellence. With the acceptance of this insurance binder and amount invoiced there will be no lapse in coverage.

Legal Information:

The Purchasing Department solicited an informal quote given that the fee for the previous coverage was below the \$25,000 legal limit. However, the Juvenile Department must obtain Academy for Academic Excellence School Board approval to expend funds from the Texas Education Agency. It is noted the proposed informal quote will no longer be associated with the old bid. Moreover, the current informal quote may have the option of two one-year extensions. The renewal documentation has been reviewed by Urmit Graham of Human Resources.

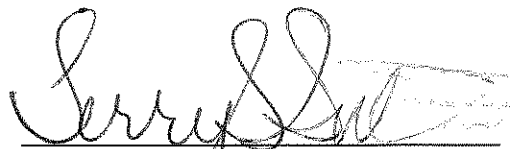
Financial Impact / Considerations:

The professional liability insurance renewal with ACE Scholastic Advantage Educator's Legal Liability has been invoiced at \$12,372.00.

Recommendation:

It is recommended that the Academy for Academic Excellence School Board approve the request for the renewal of the annual school board liability coverage as invoiced.

Recommended By:



Dr. Terry S. Smith, Director
Dallas County Juvenile Department



ACE Scholastic AdvantageSM Educators Legal Liability Renewal Application

NOTICE

The Policy for which you are applying is written on a claims made and reported basis. Only claims first made against the Insured and reported to the Insurer during the Policy Period are covered subject to the Policy Provisions. Amounts incurred for Damages and Claims Expenses shall be applied against your Retention, if any. If you have any questions about coverage, please discuss them with your insurance agent.

INSTRUCTIONS

Please type or print all answers clearly. Answer all questions completely, leaving no blanks. If there is insufficient space to complete an answer, please continue on a separate sheet indicating the question number. If any questions, or any part thereof, do not apply, print N/A in the space. Insert checks in Yes or No answer boxes, if any. This application must be completed, signed, and dated by an authorized officer of your firm. Underwriters will rely on all statements made in this application.

The information requested in this application is for underwriting purposes only and does not constitute notice to the Company under any Policy of a claim or potential claim. All such notices must be submitted to the Company pursuant to the terms of the Policy, if and when issued.

Please attach copies of the following:

- Audited financial statement or budget for the most recent available fiscal year, if the applicant's budget is greater than \$500,000,000
- Minimum of last three (3) years of liability claim loss runs (five [5] years is desired)

1. Name of **Educational Institution:**

Academy for Academic Excellence

Year Established: 2004

2. Principal Address: 1673 Terre Colony Ct.

City: Dallas

State: TX

Zip: 75212

Educational Institution's Website www.dallascounty.org/department/juvenile/charterschools.html

3. Do you have a Full Time Risk Manager? Yes No

Name of Risk Manager:

Phone Number:

GENERAL INFORMATION:

4. Type of **Educational Institution:** Please check all that apply:

- | | |
|---|--|
| <input type="checkbox"/> Elementary/Primary School | <input type="checkbox"/> Special Education Facility |
| <input type="checkbox"/> Middle/Junior High School | <input type="checkbox"/> Junior/Two (2) Year/Community College |
| <input type="checkbox"/> High School/Secondary School | <input type="checkbox"/> Four(4) Year College/University |
| <input type="checkbox"/> Vocational/Technical School | <input type="checkbox"/> Graduate School |
| <input checked="" type="checkbox"/> Charter School | <input type="checkbox"/> Other: _____ |

5. Organizational Structure of the **Educational Institution**

a. Has the **Educational Institution** created or acquired any **Subsidiaries** in the past year? Yes No

*If Yes, please provide via separate attachment to this application, the name of any Subsidiaries, % ownership by the **Educational Institution**, year of creation, and nature of operations.*

b. In the past 12 months, have any of the following occurred? (Please check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Converted from a private to a public institution | <input type="checkbox"/> Converted from a public to a private institution |
| <input type="checkbox"/> Changed profit status to for-profit entity | <input type="checkbox"/> Changed profit status to not-to-profit entity |
| <input type="checkbox"/> Opened residence/housing facilities | <input type="checkbox"/> Closed residence/housing facilities |

If "Opened residence/housing facilities" is checked, please advise the % of enrollment residing in the **Educational Institution's** housing facilities (dormitories, etc.) _____%

If the **Educational Institution** is a college or university, please answer the following questions:

c. Has there been any change in the **Educational Institution's** accreditation status? Yes No

d. If Yes, please explain what changes have occurred: N/A

6. Enrollment and Employment information for the **Educational Institution**

a. Please provide the Student Enrollment of the **Educational Institution**:

Category	Current Year	Prior Year	Projected Next 12 months
Full-time Students		533	
Part-time Students	0	0	0
Preschool Students	0	0	0

b. Please provide the total employment count, by category, of the **Educational Institution**.

Category	# of Union Employees	# of non- Union Employees
Full time Faculty/Instructors		59
Part time Faculty/Instructors		20
Administrative/Management Personnel		18
Student Teachers/Aids/Interns		30
Volunteers		0
Elected/Appointed Board Members		0
Independent Contractors under Indemnity Agreement		0
Other Employees (season, temporary, part time, etc)		4
TOTAL		131

7. Does the **Educational Institution** employ any of the following professional staff:

Lawyers Yes No Total Number : _____

FINANCIAL INFORMATION:

Please provide the following information. *If "Yes" to any question below, or if the applicant has budget deficits in the past three years, please explain on a separate attachment.*

8. a. Indicate fiscal year end date: August 31, 2014

b. Please provide a budget figure for the current and prior two fiscal years:

	CURRENT YEAR	PRIOR YEAR	2 ND PRIOR YEAR
Revenues		7,168,733	7,552,987
Expenditures		7,001,682	7,986,827
Outstanding Bond Issues		0	0
Budget Surplus (Deficit)		167,051	(433,840)

- c. Has any State or Federal funding (aid) been eliminated in the past year? Yes No
- d. Has the **Educational Institution** been in default on principal or interest on any bond? Yes No
- e. Does the **Educational Institution** anticipate any special projects which will result in a substantial budget increase or decrease in the next 3 years? Yes No
- f. Have there been any changes to the **Educational Institution** bond rating? Yes No

EDUCATIONAL INSTITUTION OPERATIONS

If the answer is "YES" to any question below, please attach details on a separate piece of paper

- 9. In the past 12 months, has there been any change in the **Educational Institution's**:
 - a. Directors, trustees or governors sitting on any outside for-profit entity board of directors? Yes No
 - b. Procedures regarding suspension/dismissal of students? Yes No
 - c. Procedures regarding reporting and investigating allegations of sexual harassment brought by students? Yes No
 - d. Procedures regarding reporting and investigating allegations of child abuse to the proper authorities? Yes No
 - e. Procedures regarding disaster/emergency action plans? Yes No
 - f. Special education programs and/or facilities for the developmentally, mentally, emotionally or physically disabled? Yes No
 - g. % of the total student enrollment currently participates in a special education program? _____%
- 10. With regard to IEP Due Process Hearings, over the past school year:
 - a. Total number of hearings have been conducted? 0
 - b. Total number of hearings appealed? 0
 - c. Total number of hearings decisions that were overturned? 0

EMPLOYMENT PRACTICES

If the answer is "YES" to any question below, please attach details on a separate piece of paper

- 11. In the past year have there been any changes to the **Educational Institution's**:
 - a. Human Resources or Personnel Department? Yes No
 - b. **Employee** orientation program? Yes No
 - c. Sensitivity training or discrimination/harassment prevention education? Yes No
 - d. **Employee** Performance evaluations procedures/process? Yes No
 - e. Out-placement program for laid off or disassociated **Employees**? Yes No
 - f. **Employee** termination review process? Yes No
 - g. Employment handbook? Yes No

Regarding Third Party Liability exposure:

12. Over the past year has there been any changes to the **Educational Institution's** policies or procedures:

- Regarding **Employee** conduct when interacting with customers, clients, the general public or other third parties,
- Dealing with complaints from customers, clients or third parties for issues involving harassment or discrimination, or
- Regarding Diversity or cultural sensitivity training for employees who interact with customers, clients or the general public

Yes No

If "Yes", please attach details on a separate piece of paper

FRAUD WARNING STATEMENTS

NOTICE TO ARKANSAS, LOUISIANA AND RHODE ISLAND APPLICANTS: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

NOTICE TO COLORADO APPLICANTS: It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

NOTICE TO DISTRICT OF COLUMBIA APPLICANTS: WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

NOTICE TO MARYLAND APPLICANTS: Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

NOTICE TO MINNESOTA APPLICANTS: A person who submits an application or files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

NOTICE TO NEW JERSEY APPLICANTS: Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

NOTICE TO NEW MEXICO APPLICANTS: ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO CIVIL FINES AND CRIMINAL PENALTIES.

NOTICE TO NEW YORK APPLICANTS: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

NOTICE TO OHIO APPLICANTS: Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

NOTICE TO OKLAHOMA APPLICANTS: WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

NOTICE TO VERMONT APPLICANTS: Any person who knowingly presents a false statement in an application for insurance may be guilty of a criminal offense and subject to penalties under state law.

NOTICE TO TENNESSEE AND WASHINGTON APPLICANTS: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

NOTICE TO ALL APPLICANTS:

ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR ANOTHER PERSON, FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION, OR CONCEALS INFORMATION FOR THE PURPOSE OF MISLEADING, COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME AND MAY SUBJECT SUCH PERSON TO CRIMINAL AND CIVIL PENALTIES.

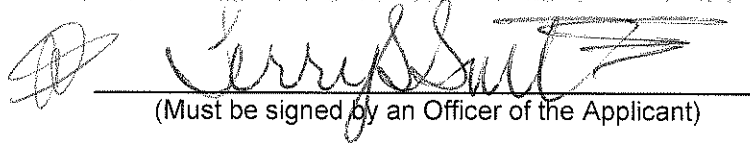
NOTICE TO APPLICANTS. PLEASE READ CAREFULLY

BY SIGNING THIS APPLICATION, THE APPLICANT, ON BEHALF OF ALL PROPOSED INSURED, WARRANTS TO THE COMPANY THAT ALL STATEMENTS MADE IN THIS APPLICATION AND ATTACHMENTS HERETO ABOUT THE APPLICANT, ITS SUBSIDIARIES, AND THEIR OPERATIONS ARE TRUE AND COMPLETE, AND THAT NO MATERIAL FACTS HAVE BEEN MISSTATED, OMITTED, SUPPRESSED, CONCEALED, OR MISREPRESENTED IN THIS APPLICATION OR ITS ATTACHMENTS. THE APPLICANT UNDERSTANDS AND AGREES THAT IF, AFTER THE DATE OF THIS APPLICATION AND PRIOR TO THE EFFECTIVE DATE OF ANY POLICY BASED ON THIS APPLICATION AND ATTACHMENTS, ANY OCCURRENCE, EVENT OR OTHER CIRCUMSTANCE SHOULD RENDER ANY OF THE INFORMATION CONTAINED IN THIS APPLICATION INACCURATE OR INCOMPLETE, THEN THE APPLICANT SHALL NOTIFY THE COMPANY OF SUCH OCCURRENCE, EVENT OR CIRCUMSTANCE AND SHALL PROVIDE THE COMPANY WITH INFORMATION THAT WOULD COMPLETE, UPDATE OR CORRECT SUCH INFORMATION. ANY OUTSTANDING QUOTATIONS MAY BE MODIFIED OR WITHDRAWN AT THE SOLE DISCRETION OF THE COMPANY.

COMPLETION OF THIS FORM DOES NOT BIND COVERAGE. THE APPLICANT'S ACCEPTANCE OF THE COMPANY'S QUOTATION IS REQUIRED BEFORE THE INSURANCE MAY BE BOUND AND A POLICY ISSUED. THE APPLICANT UNDERSTANDS AND AGREES THAT THE COMPANY, IN PROPOSING TO PROVIDE INSURANCE, HAS RELIED ON THIS APPLICATION AND ALL ATTACHMENTS, AND THAT THIS APPLICATION AND ALL ATTACHMENTS ARE (1) MATERIAL AND THE BASIS OF THE CONTRACT WITH THE COMPANY, AND (2) DEEMED TO BE A PART OF THE POLICY TO BE ISSUED AS IF PHYSICALLY ATTACHED THERETO. THE APPLICANT HEREBY AUTHORIZES THE RELEASE OF CLAIMS INFORMATION FROM ANY PRIOR INSURERS TO THE COMPANY.

THE UNDERSIGNED OFFICER OF THE APPLICANT WARRANTS THAT HE/SHE IS DULY AUTHORIZED TO EXECUTE THIS APPLICATION ON BEHALF OF THE APPLICANT AND ITS SUBSIDIARIES.

Applicant's Signature: _____


(Must be signed by an Officer of the Applicant)

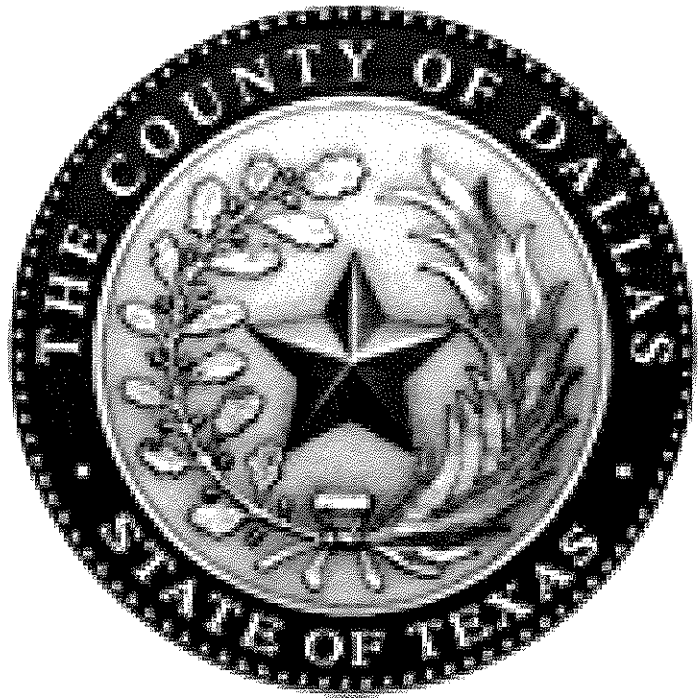
Print Name and Title

01, 21, 15
Date (Mo./Day/Yr.)

FOR IOWA APPLICANTS ONLY:

Broker: _____

Address: _____



ACTION ITEM

S.



**DALLAS COUNTY
JUVENILE DEPARTMENT**

Dr. Terry S. Smith
Director Juvenile Services
Chief Juvenile Probation Officer

Henry Wade Juvenile Justice Center
2600 Lone Star Drive, Box 5 Dallas, Texas 75212

MEMORANDUM

Date: January 26, 2015
To: Academy for Academic Excellence School Board
From: Dr. Terry S. Smith, Director
Subject: Academy for Academic Excellence Annual Financial Audit

Background of Issues:

Pursuant to the Texas Education Code (TEC) § 44.008, the Academy for Academic Excellence (AAE) is required to conduct an annual financial audit. This audit must meet the guidelines and requirements set by the Texas Education Agency (TEA). Thus, the Academy for Academic Excellence School Board must approve the annual audit.

The purpose of this briefing is to present the audit for the 2014 fiscal year for AAE Charter School Board approval and authorization for the President of the Academy for Academic Excellence School Board to sign the audit on behalf of the Academy for Academic Excellence School Board for submission to TEA.

Impact on Operations and Maintenance:

The Academy for Academic Excellence's fiscal year is from September 1, 2013 through August 31, 2014. According to the TEC § 44.008, the independent audit must be approved by the Board and submitted to TEA no later than 150 days after the end of the fiscal year, which was August 31, 2014. The Texas Education Agency automatically grants an additional 30 day extension of the deadline without imposing any penalties or sanctions.

KPMG was awarded the auditing contract as Dallas County's independent auditor under the Request for Proposal No. 2010-072-5146. KPMG has completed all work on the audit, and the final report is provided for your review.

The Annual Financial Report presents the financial statements for the Academy for Academic Excellence, listing overall revenue and expenditures as well as details for specific funds within the budget. The notes to the financial statements provide a more detailed explanation of the fiscal information. A portion of the Academy for Academic Excellence School Board's audit includes a section entitled, "Management's Discussion and Analysis." This section was prepared by staff and provides a summary of the Academy for Academic Excellence's finances.

Financial Highlights:

Key financial highlights for fiscal year 2014 are as follows:

- In total, net position decreased by \$984,599. Net position of governmental activities decreased (\$1,124,484) in fiscal year 2013 to (\$2,109,083) in fiscal year 2014.

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214-698-2200 Office

214-698-5508 Fax

- General revenues accounted for \$5,338,260, or 78% of all revenues. Program specific revenues, in the form of grants, accounted for \$1,509,790, or 22% of all revenues. Total revenues amounted to \$6,848,050.
- The Academy for Academic Excellence had \$7,832,649 in expenses, representing an 8% decrease from the prior year.

Revenues from governmental fund types totaled \$6.8 million, a decrease of 4% over the preceding year. The decrease in revenues is the result of a decrease in the number of youth at all campuses.

As a result of a decrease in budget, fiscal year 2014 expenditures decreased by approximately \$376,000. Management focused on monitoring costs and spent less on instructional resources to utilize prior year's purchases.

As stated, in previous years, student enrollment remains a constant issue regarding the AAE's budget.

Management must consider revenue projections for the current school year compared to actual enrollments and expenses to date to determine how much, if any, of these net assets can be utilized. The amount of net assets available may change based on the final "settle-up" notification from Texas Education Agency (TEA).

Legal Impact:

The Academy for Academic Excellence School Board is responsible for the preparation and submission of the annual audit and responding to any subsequent review by TEA, if requested.

Financial Impact/Considerations:

The net position of (\$2,109,083) reflects a deficit after accounting for all liabilities, including possible long-term liabilities required to be accounted for, as a result of Other Post-Employment Benefits (OPEB). This deficit does not mean that the AAE does not have resources available as they become due. Rather, United States Generally Accepted Accounting Principles (GAAP) and the TEA *Financial Accountability System Resource Guide* require governmental organizations to recognize an actuarially estimated accrued liability for OPEB, even though it may not have a legally enforceable obligation to pay OPEB benefits. Additionally, the OPEB long term liabilities will be funded in future periods from the County's general fund.

Academy for Academic Excellence Charter School employees are permanent, full-time Dallas County employees and participate in the County's pension plan. They represent about 2% of the total County's employees with five employees vested. OPEB for the AAE is estimated by calculating a proportionate share of the total County-wide OPEB. AAE understands the characteristics of the pool (group) of the AAE employees is not the same as the group of total County employees, and calculating 2% of the total cost produced a higher proportionate share related to the Charter School; however, we believe the effect to be immaterial as the County employees are only 2% of the total County employees with only five employees vested.

KPMG estimates the total fees for the financial audit for the AAE will be \$45,990 which aligns with the previous year. The cost of the audit will be paid from the Academy for Academic Excellence School budget. It is noted that the Academy for Academic Excellence School has no outstanding debt.

Recommendation:

It is recommended that the Academy for Academic Excellence School Board accept the Academy for Academic Excellence School's annual audit for Fiscal Year 2014, conducted by the firm of KPMG and authorize the President of the Academy for Academic Excellence School Board to sign the document as presented by the auditors upon review and approval by the Dallas County Auditor's Office.

Recommended by:



Dr. Terry S. Smith, Director
Dallas County Juvenile Department



DALLAS COUNTY JUVENILE DEPARTMENT

Henry Wade Juvenile Justice Center
2600 Lone Star Drive, Box 5

(214) 698-2200
Dallas, Texas 75212

January 21, 2015

KPMG LLP
717 N. Harwood Street, Suite 3100
Dallas, TX 75201

We are providing this letter in connection with your audit of the financial statements of the governmental activities, each major fund, the aggregate remaining fund information, and the related notes to the financial statements, of the Dallas County Academy for Academic Excellence, (the Academy) as of and for the year ended August 31, 2014, for the purpose of expressing opinions as to whether these financial statements present fairly, in all material respects, the respective financial positions, of the governmental activities, each major fund and the aggregate remaining fund information, changes in financial positions, and, fund balances thereof in conformity with U.S. generally accepted accounting principles.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purposes of appropriately informing ourselves, as of January 21, 2015 the following representations made to you during your audit:

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated September 18, 2011 as amended by our letter dated November 12, 2014, for the preparation and fair presentation of the financial statements in accordance with U.S. generally accepted accounting principles.
2. We have made available to you:
 - a. All records, documentation, and information that is relevant to the preparation and fair presentation of the financial statements.
 - b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access and the full cooperation of personnel within the entity from whom you determined it necessary to obtain audit evidence.
 - d. All minutes of the meetings of Juvenile Board or summaries of actions of recent meetings for which minutes have not yet been prepared.
3. Except as disclosed to you in writing, there have been no:

EXECUTIVE MANAGEMENT TEAM

DR. TERRY S. SMITH
Executive Director
Juvenile Services
Chief Juvenile Probation
Officer

BILL EDWARDS
Assistant Executive Director
Juvenile Services

DEPUTY DIRECTORS

RUDY ACOSTA
Probation Services

DR. DANNY PIRTLE JR.
Education Services

DR. JOHN PITA
Clinical Services

KAREN RAMOS
Administrative Services

ERVIN L. TAYLOR
Institutional Services

DALLAS COUNTY JUVENILE BOARD

JUDGE CHERYL LEE SHANNON
305th District Court

JUDGE ANDREA MARTIN
304th District Court

COUNTY JUDGE CLAY JENKINS
Dallas County Judge

COMMISSIONER JOHN WILEY PRICE
Road & Bridge, District 3

JUDGE KEN MOLBERG
Criminal District Court

PAULA MILLER
Youth Services Advisory Board Chair
Attorney at Law

JUDGE GRACIE LEWIS
Criminal District Court No. 3

JUDGE ANDREA PLUMLEE
330th Family District Court

JUDGE CRAIG SMITH
192nd Civil District Court

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214-698-2200 Main



www.dallascounty.org/departments/juvenile



214-698-5508 Fax

- a. Communications from regulatory agencies, governmental representatives, employees, or others concerning investigations or allegations of noncompliance with laws and regulations in any jurisdiction, deficiencies in financial reporting practices, or other matters that could have a material adverse effect on the financial statements.
 - b. False statements affecting the Academy's financial statements made to the Academy's internal auditors, or other auditors who have audited entities under our control upon whose work you may be relying in connection with your audit.
4. There are no:
- a. Violations or possible violations of laws or regulations, whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency.
 - b. Unasserted claims or assessments that our lawyers have advised us are probable of assertion and must be disclosed in accordance with paragraphs 96 – 113 of Governmental Accounting Standards Board (GASB) Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*.
 - c. Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB Statement No. 62, paragraphs 96 – 113.
 - d. Material transactions, for example, grants and other contractual arrangements, that have not been properly recorded in the accounting records underlying the financial statements.
 - e. Events that have occurred subsequent to the date of the statement of net position and through the date of this letter that would require adjustment to or disclosure in the financial statements.
5. All known actual or possible litigation and claims have been accounted for and disclosed in accordance with GASB Statement No. 62, paragraphs 96 – 113.
6. We acknowledge our responsibility for the design, implementation and maintenance of programs and controls to prevent and detect fraud; for adopting sound accounting policies; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements and to provide reasonable assurance against the possibility of misstatements that are material to the financial statements whether due to error or fraud. We understand that the term "fraud" includes misstatements arising from fraudulent financial reporting and misstatements arising from misappropriation of assets.
7. We have disclosed to you all deficiencies in the design or operation of internal control over financial reporting of which we are aware, which could adversely affect the Academy's ability to initiate, authorize, record, process, or report financial data. We have separately disclosed to you all such deficiencies that we believe to be significant deficiencies or material weaknesses in internal control over financial reporting, as those terms are defined in AU-C Section 265, Communicating Internal Control Related Matters Identified in an Audit.

8. We have disclosed to you the results of our assessment of the risk that the financial statements are not materially misstated as a result of fraud.
9. We have no knowledge of any fraud or suspected fraud affecting the Academy's financial statements involving:
 - a. Management
 - b. Employees who have significant roles in internal control over financial reporting, or
 - c. Others where the fraud could have a material effect on the financial statements.
10. We have no knowledge of any allegations of fraud or suspected fraud affecting the Academy's financial statements received in communications from employees, former employees, analysts, regulators, or others.
11. We have no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, and deferred inflows of resources.
12. We have no knowledge of any officer or member of the Juvenile Board of the Academy, or any other person acting under the direction thereof, having taken any action to fraudulently influence, coerce, manipulate, or mislead you during your audit.
13. The following have been properly recorded or disclosed in the financial statements:
 - a. Related party relationships and transactions of which we are aware in accordance with the requirements of U.S. generally accepted accounting principles, including sales, purchases, loans, transfers, leasing arrangements, guarantees, ongoing contractual commitments, and amounts receivable from or payable to related parties.

The term "related party" refers to government's related organizations, joint ventures, and jointly governed organizations, as defined in GASB Statement No. 14, The Financial Reporting Entity, as amended; elected and appointed officials of the government; its management; members of the immediate families of elected or appointed officials of the government and its management; and other parties with which the government may deal if one party can significantly influence the management or operating policies of the other to an extent that one of the transacting parties might be prevented from fully pursuing its own separate interests. Another party also is a related party if it can significantly influence the management or operating policies of the transacting parties or if it has an ownership interest in one of the transacting parties and can significantly influence the other to an extent that one or more of the transacting parties might be prevented from fully pursuing its own separate interests.
 - b. Guarantees, whether written or oral, under which the Academy is contingently liable.
 - c. Arrangements with financial institutions involving compensating balances or other arrangements involving restrictions on cash balances, lines of credit or similar arrangements.
 - d. Agreements to repurchase assets previously sold, including sales with recourse.

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- e. Changes in accounting principle affecting consistency.
 - f. The existence of and transactions with joint ventures and other related organizations.
14. The Academy has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets, nor has any asset been pledged as collateral.
 15. The Academy has complied with all aspects of laws, regulations, contractual agreements, and grants that may affect the financial statements, including noncompliance.
 16. Management is responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to the Academy. Management has identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that have a direct and material effect on the determination of financial statement amounts.
 17. The financial statements properly classify all funds and activities, including governmental funds, which are presented in accordance with the fund type definitions in GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.
 18. All funds that meet the quantitative criteria in GASB Statement No. 34, *Basic Financial Statements—and Management’s Discussion and Analysis—for State and Local Governments*, for presentation as major are identified and presented as such, and all other funds that are presented as major are considered to be particularly important to financial statement users by management.
 19. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
 20. Receivables reported in the financial statements represent valid claims against debtors arising on or before the date of the statement of net position and have been appropriately reduced to their estimated net realizable value.
 21. Deposits and investment securities are properly classified and reported.
 22. We believe that all material expenditures or expenses that have been deferred to future periods will be recoverable.
 23. Capital assets are properly capitalized, reported and, if applicable, depreciated.
 24. The Academy has no:
 - a. Commitments for the purchase or sale of services or assets at prices involving material probable loss.
 - b. Material amounts of obsolete, damaged, or unusable items included in the inventories at greater than salvage values.
 25. We believe that the actuarial assumptions and methods used to measure financial statement liabilities and costs associated with pension and other post-employment benefits and to determine information related to the Academy’s funding progress related to such benefits for financial reporting purposes are appropriate in the Academy’s circumstances and that

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the related actuarial valuation was prepared in conformity with U.S. generally accepted accounting principles.

26. The Academy has identified and properly accounted for and presented all deferred outflows of resources and deferred inflows of resources.
27. Components of net position (net investment in capital assets; restricted; and unrestricted) and fund balance components (nonspendable; restricted; committed; assigned; and unassigned) are properly classified and, if applicable, approved.
28. Revenues are appropriately classified in the statement of activities within program revenues or general revenues.
29. The Academy has identified and properly accounted for all nonexchange transactions.
30. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
31. We have disclosed to you all accounting policies and practices we have adopted that, if applied to significant items or transactions, would not be in accordance with U.S. generally accepted accounting principles. We have evaluated the impact of the application of each such policy and practice, both individually and in the aggregate, on the Academy's current period financial statements and our assessment of internal control over financial reporting, and the expected impact of each such policy and practice on future periods' financial reporting. We believe the effect of these policies and practices on the financial statements and our assessment of internal control over financial reporting is not material. Furthermore, we do not believe the impact of the application of these policies and practices will be material to the financial statements in future periods.
32. We acknowledge our responsibility for the presentation of the supplementary information, which includes the combining non-major fund financial statements and the required Texas Education Agency in accordance with the applicable criteria and/or prescribed guidelines and:
 - a. Believe the supplementary information, including its form and content, is fairly presented in accordance with the applicable criteria and/or prescribed guidelines.
 - b. The methods of measurement or presentation of the supplementary information have not changed from those used in the prior period.
 - c. The significant assumptions or interpretations underlying the measurement or presentation of the supplementary information are reasonable and appropriate in the circumstances.
33. We acknowledge our responsibility for the presentation of the required supplementary information which includes, management's discussion and analysis and budgetary comparison schedules for the General Fund and ESEA, Title 1, Part A and Part D Fund, Title II, Part A in accordance with the applicable criteria and prescribed guidelines established by the *Governmental Accounting Standards Board* and:
 - a. Believe the required supplementary information, including its form and content, is fairly presented in accordance with the applicable criteria and prescribed guidelines.

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- b. The methods of measurement or presentation of the required supplementary information have not changed from those used in the prior period.
 - c. The significant assumptions or interpretations underlying the measurement or presentation of the required supplementary information are reasonable and appropriate in the circumstances.
34. The Academy has complied with all applicable laws and regulations in adopting, approving, and amending budgets.
35. In accordance with *Government Auditing Standards*, we have identified to you all previous audits, attestation engagements, and other studies that relate to the objectives of this audit, including whether related recommendations have been implemented.
36. The Academy is not subject to the requirements of OMB Circular A-133 as any funds received and expended through the federal and state agencies are reported in the Dallas County Schedule of Expenditures of Federal and State Awards.

Very truly yours

Dallas County Academy of Academic Excellence



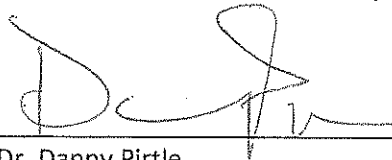
Darryl Thomas
County Auditor



Virginia Porter
Assistant County Auditor



Dr. Terry Smith
Executive Director, Dallas County Juvenile Department



Dr. Danny Pirtle
Deputy Director of Education Services, Dallas County Juvenile Department

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DALLAS COUNTY ACADEMY FOR ACADEMIC EXCELLENCE

Annual Financial Report

Year ended August 31, 2014

(With Independent Auditors' Report Thereon)

DALLAS COUNTY ACADEMY FOR ACADEMIC EXCELLENCE

Annual Financial Report

August 31, 2014

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INTRODUCTORY SECTION

Certificate of Board

<u>Name of School District</u>	<u>County</u>	<u>Co. – Dist. Number</u>
Dallas County Academy for Academic Excellence	Dallas	057-814

We, the undersigned, do hereby certify that the independent auditors' report for the year ended August 31, 2014 of the above named school district was discussed and the Board President was authorized to accept the report approved disapproved (check one) at a meeting of the Board of Trustees of such school district on the 26 day of January, 2015.

**Signature of Board Chief
Administrative Officer**

Signature of Board President

We, the undersigned, do hereby certify that to the best of our knowledge and belief, the auditor has completed the audit in accordance with TEA guidelines and the information presented is accurate and correct.

**Signature of Board Chief
Administrative Officer**

Signature of Board President

Reviewed by:

Fiscal Officer

FINANCIAL SECTION



KPMG LLP
Suite 3100
717 North Harwood Street
Dallas, TX 75201-6585

Independent Auditors' Report

The Board of Trustees
Dallas County Academy for Academic Excellence:

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Dallas County Academy of Academic Excellence (the Academy), as of and for the year ended August 31, 2014, and the related notes to the financial statements, which collectively comprise the Academy's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with U.S. generally accepted accounting principles; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.



Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Academy, as of August 31, 2014, and the respective changes in financial position, and fund balances thereof for the year then ended in accordance with U.S. generally accepted accounting principles.

Emphasis of Matter

As discussed in note 1 to the financial statements, the financial statements present only the Academy and are not intended to present fairly the financial position of Dallas County, Texas and the results of its operations, in conformity with U.S. generally accepted accounting principles. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

U.S. generally accepted accounting principles require that the *management's discussion and analysis and budgetary comparison schedules* for the General Fund—ESEA, Title I, Part A and Part D Fund—Title II, Part A, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary and Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Academy's basic financial statements. The combining financial statements listed in the foregoing table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining financial statements listed in the foregoing table of contents are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining financial statements listed in the foregoing table of contents are fairly stated in all material respects in relation to the basic financial statements as a whole.



The required Texas Educational Agency schedules listed in the table of contents are presented for the purpose of additional analysis and are not a required part of the basic financial statements for the Academy. Such additional information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated January 21, 2015 on our consideration of the Academy's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Academy's internal control over financial reporting and compliance.

KPMG LLP

Dallas, Texas
January 21, 2015

DALLAS COUNTY ACADEMY FOR ACADEMIC EXCELLENCE

Management's Discussion and Analysis

August 31, 2014

(Unaudited)

Introduction

This section of the Annual Financial Report presents management's discussion and analysis of the Academy for Academic Excellence's (the Academy) financial activities for the fiscal year ended August 31, 2014. This discussion and analysis should be read in conjunction with the Academy's basic financial statements, which follow this section. It is management's hope that this discussion will assist readers in using the basic financial statements to understand the Academy's financial performance. (Amounts are expressed normally, unless otherwise indicated).

Financial Highlights

Key financial highlights for fiscal year 2014 are as follows:

In total, net position decreased by \$984,599. Net position of governmental activities decreased from (\$1,124,484) in fiscal year 2013 to (\$2,109,083) in fiscal year 2014.

General revenues accounted for \$5,338,260, or 78% of all revenues. Program specific revenues, in the form of grants, accounted for \$1,509,790, or 22% of all revenues. Total revenues amounted to \$6,848,050.

The Academy had \$7,832,649 in expenses, representing a 8% decrease from the prior year.

Management must consider revenue projections for the current school year compared to actual enrollments and expenses to date to determine how much, if any, of this net position can be utilized. The net position may change based on the final "settle-up" notification from Texas Education Agency (TEA).

Overview of Financial Statements

This annual report presents the Academy's basic financial statements in three primary components: 1) the government-wide financial statements, 2) the fund financial statements, and 3) notes to the financial statements. Also presented is supplementary information either required by TEA or designed to provide more details and explanations of the financial statements.

Government-Wide Financial Statements

These statements provide a broad and general overview of the Academy's overall financial activities. They represent the financial picture of the Academy from the economic resources measurement focus using the accrual basis of accounting. The statement of net position presents the funds available to the Academy as of August 31, 2014 after accounting for liabilities. The statement of activities details revenues and expenses allocated to major functional areas. This statement accounts for revenues and expenses for the September 1, 2013 to August 31, 2014 time period on an accrual basis of accounting, regardless of when actually received or paid out. These two statements report the Academy's changes in net position. This change in net position is important because it identifies whether the financial position of the Academy has improved or diminished. The cause of this change may be the result of many factors, some financial, some not. Nonfinancial factors include the Academy's enrollment, required educational programs, academic indicators, associated requirements for making school improvements, and other factors.

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(Unaudited)

Fund Financial Statements

A fund is a grouping of major accounts that is used to maintain control over resources that have been segregated for specific activities. Most school districts have three types of funds: governmental, proprietary, and fiduciary. Because of the nature of the Academy, only governmental funds are utilized. The governmental funds statement focuses on how monies flow in and out of those funds and the balances left at fiscal year-end for spending in future periods. The Academy, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. These funds are reported using modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Academy's general government operations and the basic services it provides. Governmental fund information helps determine whether there are more or less financial resources that can be spent in the near future to finance educational programs. The relationship, or differences, between governmental activities reported in the statement of net position and the statement of activities and the governmental funds is reconciled in the financial statements.

The Academy's governmental funds are divided into six individual governmental funds for accounting purposes, which include five special revenue funds and the General Fund (State Aid). Information is presented separately in the governmental funds balance sheet and in the governmental funds statement of revenues, expenditures, and changes in fund balances for the General Fund, Title I, Part A, and Title I, Part D Elementary and Secondary Education Act (ESEA) Fund, Title II, Part A Teacher Training and Recruiting Fund, which are classified as major funds. Data from the other nonmajor governmental funds are combined into a single, aggregated presentation. Individual data for each of these nonmajor governmental funds are provided in the form of a combined statement elsewhere in this report. Together, the fund financial statements provide a more detailed picture of how the Academy's funds were received and expended. All funds are used together for the general educational services provided by the Academy.

Notes to the Basic Financial Statements

The notes to the basic financial statements are designed to provide a more detailed explanation that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other Information

The annual report contains supplementary information that is either required by TEA or presented to provide more detailed information than found in the basic financial statements. Exhibits D-1, D-2 and D-3 compare actual to budgeted awards for three major funds: General, ESEA, Title I, Parts A and D, and Title II, Part A Teacher Training and Recruiting. Variances in actual expenditures compared to budgeted amounts are primarily due to varying enrollment levels. Exhibit E-1 and E-2 represent a breakdown of the smaller federal funds combined in nonmajor governmental fund.

Financial Analysis of the Academy as a Whole

The Dallas County Juvenile Board's expectation that the Academy operate as a self-funded program requires that management is conservative in projecting revenues and realistic in projecting expenses to ensure adequate funding is available to support the program. The majority of the Academy's revenue comes from TEA on a six-week schedule based upon actual attendance. Management must accurately manage cash flow so that

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August 31, 2014

(Unaudited)

financial obligations are met in a timely basis. Table 1 provides a summary of the Academy's net position for fiscal year 2014 and compares it with fiscal year 2013 data.

Table 1
Condensed Statements of Net Position
Governmental Activities
(In thousands)

	<u>FY 2014</u>	<u>FY 2013</u>	<u>Increase (decrease)</u>
Assets:			
Current and other assets	3,467	3,575	(108)
Capital assets (net of depreciation)	128	169	(41)
Total assets	<u>3,595</u>	<u>3,744</u>	<u>(149)</u>
Liabilities:			
Current and other liabilities	447	382	65
Long-term liabilities	5,257	4,487	770
Total liabilities	<u>5,704</u>	<u>4,869</u>	<u>835</u>
Net position:			
Invested in capital assets	128	169	(41)
Unrestricted	(2,237)	(1,294)	(943)
Total net position	<u>(2,109)</u>	<u>(1,125)</u>	<u>(984)</u>

Total assets decreased from \$3,744,225 to \$3,594,741 as of August 31, 2014 as a result of a decrease in revenue, associated with a lower population at all campuses. The decrease can also be contributed to the department's DAI (Juvenile Detention Alternative Initiative). Total assets include cash and cash equivalents and capital assets. Current liabilities reflect payments that were pending as of the August 31, 2014 end of the Academy's fiscal year and were due to be paid in the near future. The net position of (\$2,109,083) reflects a deficit after accounting for all liabilities, including possible long-term liabilities required to be accounted for, as a result of Other Post-Employment Benefits (OPEB). This deficit does not mean that the Academy does not have resources available as they become due. Rather, US GAAP and the TEA *Financial Accountability System Resource Guide* require governmental organizations to recognize an actuarially estimated accrued liability for OPEB, even though it may not have a legally enforceable obligation to pay OPEB benefits. Additionally, the OPEB long term liabilities will be funded in future periods from the County's general fund.

Since the inception of the Academy, management has included in each annual budget a reserve fund to allow for changes in state funding. These monies are currently impacted by the state funding, which is based on the average daily attendance of the Academy.

DALLAS COUNTY ACADEMY FOR ACADEMIC EXCELLENCE

Management's Discussion and Analysis

August 31, 2014

(Unaudited)

Table 2 reflects the changes in net position for fiscal year 2014, and compares them with net position changes during fiscal year 2013.

Table 2
Condensed Statements of Changes in Net Position
(In thousands)

	<u>FY 2014</u>	<u>FY 2013</u>	<u>Increase (decrease)</u>
Program revenues:			
Operating grants and contributions	□ 1,510	1,752	(242)
Total program revenues	<u>1,510</u>	<u>1,752</u>	<u>(242)</u>
General revenues:			
Grants and contributions	5,336	5,349	(13)
Investment earnings	2	5	(3)
Total general revenues	<u>5,338</u>	<u>5,354</u>	<u>(16)</u>
Total revenues	<u>6,848</u>	<u>7,106</u>	<u>(258)</u>
Program expenditures:			
Instruction	4,950	5,643	(693)
Instruction leadership	1,291	1,521	(230)
Guidance, counseling, and evaluation services	625	597	28
General administration	586	642	(56)
Data processing services	380	82	298
Community services	—	—	—
Total expenditures	<u>7,832</u>	<u>8,485</u>	<u>(653)</u>
Change in net assets	(984)	(1,379)	395
Net position, beginning of year	<u>(1,125)</u>	254	<u>(1,379)</u>
Net position, end of year	□ <u><u>(2,109)</u></u>	<u><u>(1,125)</u></u>	<u><u>(984)</u></u>

Analysis of the Academy's Governmental Funds

Fund accounting is used to demonstrate compliance with finance-related legal requirements. Expenditures were charged to appropriate revenue sources while adhering to federal and state accounting guidelines. Once those were exhausted, the expenditures were charged against the general fund. Therefore, all fund balances are in the general fund.

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Revenues from governmental fund types totaled \$6.8 million, a decrease of 4% over the preceding year. The decrease in revenues is the result of a decrease in the number of youth at all campuses; the campuses did not meet their maximum capacity.

Fiscal year 2014 expenditures decreased by approximately \$653,000, as a result of a decrease in budget. Management focused on monitoring costs and spent less on instructional resources to utilize prior year's purchases.

Capital Assets and Debt Administration

Capital assets are those items with a value of over \$5,000 and an expected useful life in excess of one year. All facilities except the one in which the Academy operates are owned by Dallas County. On August 31, 2014 net capital assets of the government activities totaled \$28,035. Depreciation is recognized in the Government-wide financial statements. Buildings and improvements represent \$75,000 of the net capital assets. Furniture and equipment represent \$53,035 of the net capital assets of the Academy. Annual depreciation for building and equipment totaled \$41,149. The Academy operates on a "pay as you go" basis and has no debt.

General Fund Budgeting Highlights

The majority of the revenue and expenses for the Academy are allocated to the General Fund. During the course of fiscal year 2014, the Academy amended its General Fund budget as needed. Budget amendments were developed by management and approved by the Academy Board. For the General Fund, actual revenues and other financial sources in the amount of \$8,571,361 were \$758,017 less than the final actual budgeted revenues and other financing sources. The majority of the difference in the revenue estimates can be attributed to a decrease in the number of students served. The decrease in the number of students can be attributed to the DAI, which helps students from home.

Significant budget amendments approved by the Academy Board during the 2013-2014 school year included the following:

- **Budget Amendment # 1 – Instructional**
 - To complete the allocation process for 100% of Charter School budget based on the initial Notice of Grant Awarded (NOGA) has been received.
- **Budget Amendment #2 – Instructional**
 - To fund a 2% salary increase and additional teacher and substitute positions
 - To reallocate funds among personnel and no personnel line items.
- **Budget Amendment #3 – Instructional**
 - To accept maximum entitlements, roll forward funds and include Instructional Materials Allotment (IMA) funds
 - To make line item adjustments for office and instructional supplies and technology

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- **Budget Amendment #4 – Instructional**
 - To reallocate funds from substitute teachers to fund the student intern program
- **Budget Amendment #5 – Instructional**
 - To accept reallocation funding for Title I, Part D for the purchase of instructional and office supplies, replacement technology and special projects
- **Budget Amendment #6 – Instructional**
 - To accept maximum entitlements for IDEA B
 - To make line item adjustments for State Aid and Title II, Part A
- **Budget Amendment #7 – Instructional**
 - To accept Instructional Materials Allotment Funds (IMA)
 - To make line item adjustments to increase supplemental pay for Title I, Part A

It is noted that when official budget amendments are sought, it serves as an opportunity to make adjustments based on the Summary of Finance payments (i.e., State Funds) due to modifications in the funding, which are made on a six-weeks reporting cycle.

All expenses reflect the cost of direct educational services and Dallas County's management of the Academy. There are no debt expenses. It is management's expectation that funds are budgeted with the goal being to balance expenditures with revenue so that revenue exceeds expenses each year. Management determines an appropriate use for any excess funds.

Economic Factors and Next Year's Budget

The Academy is funded by state and federal funds distributed by the TEA. The majority of funding is based on actual student attendance and can vary with student enrollment and attendance levels. In FY 2006, the Annie E. Casey Foundation selected the Dallas County Juvenile Department (the Department) as a replication site to implement the Juvenile Detention Alternatives Initiative Program (JDAI). The detention center population has been impacted by the initiatives offered with the JDAI under the Annie E. Casey Foundation grant. Specifically, this initiative involved an in-depth review of the Department's detention center operations and based on this review recommendations were offered to lower detention population. As such, the Department is in the eighth year of the Annie E. Casey Foundation JDAI with significant strides being made to decrease the number of youth detained in the Juvenile Detention Center.

The fluctuations in the population at the detention center also affect populations at other campuses. A decrease in the population at the detention center directly results in a decrease at other campuses. Subsequently, the Juvenile Department Probation Services received significant grant funds to initiate programs and decrease the number of youth that were committed to the Texas Youth Commission.

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Management's Discussion and Analysis

August 31, 2014

(Unaudited)

With respect to the FY 2015 budget, it is the expectation of the Dallas County Commissioners Court and the Dallas County Juvenile Board (which operates as the Academy Board) that the Academy operates as a self-funded program without supplemental funding from Dallas County tax revenue. The Academy's budget for FY 2015 reflects this expectation and takes into account the need to maintain adequate reserves to account for variations in student enrollment. In maintaining the budget, one challenge will be to comply with the T&D guidelines of teacher to student ratios. Therefore, as the enrollment of youth is decreasing, the number of teachers must meet certain ratios.

For FY 2015, initial funding allocations will be based on the number of students enrolled in FY 2014. Additionally, program-specific revenues will be received based on the prior year's academic performance of the students.

Contacting the Academy's Financial Management

This financial report is designed to provide our citizens, taxpayers, customers, and stakeholders with a general overview of the Academy's finances and to demonstrate the Academy's accountability for the funds it receives. Questions concerning any of the information provided in this report or requests for additional information should be directed to the Deputy Director or designee of Educational Services, Dallas County Juvenile Department, 1673 Terre Colony Ct., Dallas, Texas 75212. Other information may be viewed online by visiting www.dallascounty.org.

BASIC FINANCIAL STATEMENTS

DALLAS COUNTY ACADEMY FOR ACADEMIC EXCELLENCE

Statement of Net Position

August 31, 2014

<u>Data control codes</u>		<u>Governmental activities</u>
	Assets:	
1110	Cash and cash equivalents	□ 3,098,015
1241	Due from state	13,748
1242	Due from federal agencies	354,943
1520	Improvements to buildings, net	75,000
1530	Furniture and equipment, net	53,035
		<hr/>
1000	Total assets	3,594,741
	Liabilities:	
2110	Accounts payable	291,604
2160	Accrued wages payable	107,180
2532	Estimated vacation benefits payable - current	47,872
2532	Estimated vacation benefits payable - long-term	23,168
2590	Other post employment benefits	5,234,000
		<hr/>
2000	Total liabilities	5,703,824
	Net position:	
3200	Invested in capital assets	128,035
3900	Unrestricted	(2,237,118)
		<hr/>
3000	Total net position	□ (2,109,083)
		<hr/> <hr/>

See accompanying notes to financial statements □

DALLAS COUNTY ACADEMY FOR ACADEMIC EXCELLENCE

Exhibit B-1

Statement of Activities
 Year ended August 31, 2014

Data control codes	Functions/programs	Expenses	Program revenues Operating grants and contributions	Net (expense) revenue and changes in net position
				Primary government Governmental activities
	Primary government:			
	Governmental activities:			
11	Instruction	4,950,057	1,081,071	(3,868,986)
21	Instructional leadership	1,291,034	160,627	(1,130,407)
31	Guidance, counseling, and evaluation services	625,482	231,326	(394,156)
41	General administration	585,880	36,766	(549,114)
53	Data processing services	380,017		(380,017)
61	Community Services	179		(179)
TG	Total governmental activities	7,832,649	1,509,790	(6,322,859)
	General revenues:			
GC	Grants and contributions not restricted to specific programs			5,336,328
IE	Investment earnings			1,932
TG	Total general revenues			5,338,260
CN	Change in net position			(984,599)
NB	Net position, beginning of year			(1,124,484)
NE	Net position, end of year			(2,109,083)

See accompanying notes to financial statements

DALLAS COUNTY ACADEMY FOR ACADEMIC EXCELLENCE

Balance Sheet Governmental Funds

August 31, 2014

Data control codes		10 General fund	211 ESEA, Title I, Part A and D	255 Title II, Part A	Nonmajor governmental funds	98 Total governmental funds
Assets:						
1110	Cash and cash equivalents	<input type="checkbox"/> 3,098,015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3,098,015
1241	Due from state	13,748	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13,748
1242	Due from federal agencies	<input type="checkbox"/>	213,609	77,946	63,388	354,943
1260	Due from other funds	315,988	5,171	<input type="checkbox"/>	<input type="checkbox"/>	321,159
1000	Total assets	<input type="checkbox"/> <u>3,427,751</u>	<u>218,780</u>	<u>77,946</u>	<u>63,388</u>	<u>3,787,865</u>
Liabilities and fund balances:						
Liabilities:						
2110	Accounts payable	<input type="checkbox"/> 273,273	4,941	<input type="checkbox"/>	13,390	291,604
2160	Salaries and benefits payable	86,556	20,624	<input type="checkbox"/>	<input type="checkbox"/>	107,180
2170	Due to other funds	<input type="checkbox"/>	193,215	77,946	49,998	321,159
2000	Total liabilities	<u>359,829</u>	<u>218,780</u>	<u>77,946</u>	<u>63,388</u>	<u>719,943</u>
Fund balances:						
3600	Unassigned	<u>3,067,922</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>3,067,922</u>
3000	Total fund balances	<u>3,067,922</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>3,067,922</u>
4000	Total liabilities and fund balances	<input type="checkbox"/> <u>3,427,751</u>	<u>218,780</u>	<u>77,946</u>	<u>63,388</u>	<u>3,787,865</u>
Reconciliation of the governmental funds balance sheet to the government-wide statement of net position:						
	Total fund balances <input type="checkbox"/> governmental funds					<input type="checkbox"/> 3,067,922
Amounts reported for governmental activities in the statement of net position (A-1) are different due to the following:						
	Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds <input type="checkbox"/>					128,035
	Compensated absences are not due and payable in the current period and, therefore are not reported in the funds <input type="checkbox"/>					(71,040)
	Other Post Employment Benefits are not due and payable in the current period and, therefore are not reported in the funds					<u>(5,234,000)</u>
	Total net position <input type="checkbox"/> governmental activities (A-1)					<input type="checkbox"/> <u>(2,109,083)</u>

See accompanying notes to financial statements

DALLAS COUNTY ACADEMY FOR ACADEMIC EXCELLENCE

Statement of Revenues, Expenditures, and Changes in Fund Balances

Governmental Funds

Year ended August 31, 2014

Data control codes	10 General fund	211 ESEA, Title I, Part A and D	255 Title II, Part A	Nonmajor governmental funds	98 Total governmental funds
Revenues:					
5700	1,932				1,932
5800	5,336,328			98,261	5,434,589
5900	□	1,359,792	51,737	□	1,411,529
5020	<u>5,338,260</u>	<u>1,359,792</u>	<u>51,737</u>	<u>98,261</u>	<u>6,848,050</u>
Expenditures:					
Current:					
0011	3,327,209	978,605	35,122	67,344	4,408,280
0021	984,335	125,317	12,650	22,660	1,144,962
0031	358,495	225,368	□	5,958	589,821
0041	518,392	30,502	3,965	2,299	555,158
0053	314,829	□	□	□	314,829
0061	179	□	□	□	179
6030	<u>5,503,439</u>	<u>1,359,792</u>	<u>51,737</u>	<u>98,261</u>	<u>7,013,229</u>
1100	(165,179)	□	□	□	(165,179)
0100	3,233,101	□	□	□	3,233,101
3000	<u>□ 3,067,922</u>	<u>□</u>	<u>□</u>	<u>□</u>	<u>3,067,922</u>
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities:					
Net change in fund balances □total governmental funds					□ (165,179)
Amounts reported for governmental activities in the statement of activities (B-1) are different because:					
Governmental funds report capital outlays as expenditures □however, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense □This difference is depreciation expense					(41,149)
Change in other Post Employment Benefits are not due and payable in the current period and, therefore, are not reported in the funds					(768,000)
Change in the compensated absences balance is not shown as expenditures at the fund level but is accrued for on the statement of activities					<u>(10,271)</u>
Change in net position of governmental activities (B-1)					<u>□ (984,599)</u>

See accompanying notes to financial statements □

DALLAS COUNTY ACADEMY FOR ACADEMIC EXCELLENCE

Notes to Financial Statements

August 31, 2014

(1) Summary of Significant Accounting Policies

The basic financial statements of the Dallas County Academy for Academic Excellence (the Academy) have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental entities and the rules prescribed by the Texas Education Agency (TEA) *Financial Accountability System Resource Guide (the Guide)*. Data control codes refer to the account code structure prescribed by the Guide. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The Dallas County Juvenile Board (the Board) received an open-enrollment charter from the State Board of Education to operate a Texas public school effective November 12, 1998. The Academy began operations on September 1, 1999. Effective with the start of the 2004-2005 school year, the Academy was operated by the Dallas County Juvenile Department. The Academy receives funding from state and federal government sources and must comply with the applicable requirements of these funding source entities.

(a) Reporting Entity

The Academy represents an operating unit of the Juvenile Department of Dallas County. The Academy is governed by the Board of Trustees of the Academy, which comprises the exact same members as the Juvenile Board. The financial data of the Academy is also reported within the basic financial statements of Dallas County, Texas (the County). Similarly, any funds received and expended through the federal and state agencies are reported in the Dallas County Schedule of Expenditures of Federal and State Awards.

(b) Government-Wide and Fund Financial Statements

The government-wide financial statements consist of the statement of net position and the statement of activities. These statements report information on all of the nonfiduciary activities of the Academy. The effect of the interfund activity has been removed from these statements. The governmental activities are supported by intergovernmental revenues.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include grants and contributions that are restricted to meeting operational or capital requirements of a particular function. Items that don't meet the definition of program revenues are reported as general revenues.

Major individual governmental funds are reported as separate columns in the fund financial statements.

(c) Government-Wide Basis of Accounting/Measurement Focus

Government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Nonexchange transactions, in which the Academy gives (or receives) value without directly

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August 31, 2014

receiving (or giving) equal value in exchange, include grants. Revenue from grants is recognized in the fiscal year in which all eligibility requirements have been satisfied and the funds are available.

(d) Governmental Fund Financial Statements Basis of Accounting and Measurement Focus

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in fund balances. The modified accrual basis of accounting is used for the governmental funds. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual (i.e., both measurable and available). Available is defined as collectible within the current period or within 60 days after fiscal year-end to be used to pay liabilities of the current period. Expenditures are recorded when the fund liability is incurred. Revenues received from the State of Texas are recognized when susceptible to accrual. Investment earnings are recorded as earned since they are measurable and available. Grant funds are considered to be earned to the extent of expenditures made under the provisions of the grant, and accordingly, when such funds are received in advance they are recorded as unearned revenues until earned.

The Academy reports the following major governmental funds:

The general fund is the Academy's primary operating fund. It accounts for all financial resources of the Academy, except those to be accounted for in another fund. Major revenue sources include state funding under the Foundation School Program and interest earnings. Expenditures include all costs associated with the daily operations of the Academy except for specific programs funded by the federal or state government.

The ESEA, Title I, Part A and Part D is a special revenue fund that accounts for activities to provide opportunities for children served to acquire knowledge and skills to meet the challenging state performance standards developed for all children.

The Teacher Training and Recruiting fund, Title II Part A provides supplemental funding to improve student achievement. The funds are used to elevate teacher and principal quality through recruitment, hiring and retention strategies and to increase the number of highly qualified teachers in the classroom and highly qualified principals and assistant principals in schools.

Additionally, the Academy reports the following nonmajor other governmental funds:

Other Governmental Funds

The other governmental funds account for federally financed programs where unused balances are returned to the grantor at the close of specified project periods. Project accounting is employed to maintain the integrity of the various sources of funds.

DALLAS COUNTY ACADEMY FOR ACADEMIC EXCELLENCE

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(e) Cash, Cash Equivalents and Investments

The Academy's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

(f) Receivables and Payables

Borrowing between funds is recorded as an amount either "Due to" or "Due from." Due to and due from amounts are eliminated in the government-wide financial statements.

The Academy participates in a variety of federal and state programs from which it receives grants to partially or fully finance certain activities. In addition, the Academy receives entitlements from the State through the School Foundation and Per Capita Programs. Amounts receivable from the State and federal agencies at year-end are reported on the financial statements as "due from state/federal agencies."

(g) Capital Assets

Capital assets, which include improvements to buildings and equipment, are reported in the government-wide financial statements. Capital assets are defined as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. These assets are recorded at historical cost. Donated capital assets are reported at estimated fair value at time of donation if the actual cost cannot be determined. Equipment included in capital assets is being depreciated using the straight-line method over its useful life of 5 to 20 years. Capital item "Improvements to buildings" represents a \$50,000 improvement and renovations cost related to relocating the Substance Abuse Unit of the Dallas County Academy for Academic Excellence. Cumulative depreciation expense as of August 31, 2014 is \$75,000, using the straight-line method over its useful life of 20 years. The County provides facilities and buildings, which are not reflected in the basic financial statements. Current year depreciation for all assets amounts to \$41,149.

(h) Compensated Absences

The Academy administrative support staff and teachers, which are permanent, full-time Dallas County employees accrue vacation and sick leave every pay period and are allowed to accumulate any earned but unused days. The accumulated earned but unused vacation and sick leave balance at year-end is carried forward to the following year. The accrued compensated absences balance of \$71,040 as of August 31, 2014 was calculated by multiplying the number of accrued but not used vacation and sick leave days times the daily rate at year-end and has been recorded as vested vacation benefits in the government-wide financial statements. This includes related amounts for Social Security, Medicare, and retirement benefits. The Academy's general fund incurs the expenditure for compensated absences.

The Academy's permanent, full-time employees accrue annually 80 hours of vacation from date of employment to 6 years of service, 120 hours from 6 to 15 years of service, and 160 hours in excess of 15 years of continuous employment. The maximum accrual is 4, 5 or 6 weeks of vacation for the respective accrual categories specified. Upon termination, an employee is entitled to payment for total accrued but unused hours of vacation.

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The Academy’s permanent, full-time employees accrue annually 96 hours of sick leave. Sick leave is paid to current employees if absent from work due to illness, injury, or other situations requiring medical attention. An employee who terminates for any reason is paid a percentage of their accrued but unused sick leave. Amounts payable are initially 5% after 5 years of service, increasing thereafter at 5% for each additional 5 years of service to a maximum of 50%.

	<u>Beginning balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending balance</u>	<u>Due within one year</u>
□	60,769	220,897	210,626	71,040	47,872

(i) Other Administrative Services

The Dallas County Juvenile Department provides certain administrative services such as transportation, food services, use of facilities, and security to the Academy. Dallas County also provides certain fiscal services to the Academy. The value of these services is not reflected in the accompanying basic financial statements since it is not susceptible to objective measurement or value.

(j) Net Position

The Academy participates in both state and federal programs, which are governed by various rules and regulation of the grantor agencies. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies. The Academy’s policy is to first utilize all restricted resources for eligible costs prior to utilizing unrestricted funds.

(k) Fund Balance Classification

Fund balance is divided into five classifications based primarily on the extent to which the Academy is bound to observe constraints imposed upon the use of the resources in the governmental funds. The classifications are as follows:

(i) Nonspendable

The nonspendable fund balance category includes amounts that cannot be spent because they are either not in spendable form, or legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash.

(ii) Restricted

The restricted fund balance category includes amounts that can be spent only for specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

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(iii) Committed

The committed fund balance classification includes amounts that can be used only for the specific purposes imposed by formal action (ordinance or resolution) of the Board. Those committed amounts cannot be used for any other purpose unless the Board removes or changes the specified use by taking the same type of action (ordinance or resolution) it employed to previously commit those amounts. In contrast to fund balance that is restricted by enabling legislation, committed fund balance classification may be redeployed for other purposes with appropriate due process. Constraints imposed on the use of committed amounts are imposed by the Board, separate from the authorization to raise the underlying revenue. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

(iv) Assigned

Any amounts in the assigned fund balance classification are intended to be used by the Academy for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the General Fund, assigned fund balance represents the remaining amount that is not restricted or committed.

(v) Unassigned

Unassigned fund balance is the residual classification for the General Fund and includes all spendable amounts not contained in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

As of the year ended August 31, 2014, the Academy operated under the default policy established under GASB to first utilize restricted fund balance, then committed, assigned, and unassigned.

(l) Use of Estimates

The preparation of financial statements and related note disclosures in conformity with accounting principles generally accepted in the United States of America (GAAP) requires the use of management's estimates. Accordingly, actual results could differ from those estimates. Significant management's estimates relate to actuarial estimates and assumptions of the value of the retirement plan and other postemployment benefits and the useful lives of depreciable capital assets.

(m) Data Control Codes

Data control codes appear in the rows above the columns of certain financial statements. The TEA requires the display of these codes in the financial statements filed with the TEA in order to ensure accuracy in building a statewide database for policy development and funding plans.

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(n) *New Accounting Pronouncements*

For fiscal year 2014, the Academy has reviewed the following new and relevant statements of financial accounting standards issued by the GASB:

GASB 65: Items Previously Reported as Assets and Liabilities

This statement establishes accounting and financial reporting standards that reclassify, as deferred outflows of resources or deferred inflows of resources, certain items that were previously reported as assets and liabilities and recognizes, as outflows of resources or inflows of resources, certain items that were previously reported as assets and liabilities. GASB 65 does not impact the Academy's financial statements for this reporting period.

GASB 66: Technical Corrections—2012—an amendment of GASB Statements No. 10 and No. 62

The objective of this Statement is to improve accounting and financial reporting for a governmental financial reporting entity by resolving conflicting guidance that resulted from the issuance of two pronouncements, Statements No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, and No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. The provisions of this Statement are effective for financial statements for periods beginning after December 15, 2012. GASB 66 does not impact the Academy's financial statements since the Academy had no risk financing activities which required disclosure during this reporting period.

(2) **Cash and Cash Equivalents**

The Academy's funds are required to be deposited and invested under the terms of a depository contract pursuant to the School Depository Act. The depository bank deposits for safekeeping and trust with the Academy's agent approved pledged securities in an amount sufficient to protect Academy funds on a day-to-day basis during the period of the contract. The pledge of approved securities is waived only to the extent of the dollar amount of Federal Deposit Insurance Corporation (FDIC) insurance. Under the depository contract, the Academy, at its own discretion, may invest funds in time deposits and certificates of deposit provided by the depository bank at interest rates approximating United States Treasury Bill rates.

At August 31, 2014, the carrying amount of the Academy's cash, savings, and time deposits was \$3,098,015. The cash of the Academy is pooled with the cash funds of Dallas County. As of August 31, 2014, Dallas County's combined deposits were fully insured by federal depository insurance or collateralized with securities pledged to the County, and held by the County's agent. The cash deposits held at financial institutions are insured and collateralized with securities held by the financial institution in the County's name.

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(3) Interfund Receivables and Payables

<u>Due from/to other funds</u>	<u>Interfund receivables</u>	<u>Interfund payables</u>
General Fund	315,988	—
ESEA, Title I, Part A and D	5,171	193,215
Title II, Part A	—	77,946
Nonmajor Governmental Funds	—	49,998
	<u>321,159</u>	<u>321,159</u>

Interfund balances consist of short-term lending/borrowing arrangements that result primarily from payroll and other regularly occurring charges for grants that are on a reimbursement basis, which are paid by the general fund and then charged back to the appropriate other fund. There are no interfund balances that are not expected to be repaid within one year.

(4) Capital Assets

Capital asset activities for the year ended August 31, 2014 are as follows:

	<u>Balance, September 1, 2013</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance, August 31, 2014</u>
Improvements to buildings	150,000	—	—	150,000
Less accumulated depreciation	(67,500)	(7,500)	—	(75,000)
Total	<u>82,500</u>	<u>(7,500)</u>	<u>—</u>	<u>75,000</u>
Equipment	236,147	—	—	236,147
Less accumulated depreciation	(149,463)	(33,649)	—	(183,112)
Total	<u>86,684</u>	<u>(33,649)</u>	<u>—</u>	<u>53,035</u>
Total capital assets being depreciated, net	<u>169,184</u>	<u>(41,149)</u>	<u>—</u>	<u>128,035</u>

Depreciation expense of \$41,149 was charged to the following functions:

Function:	<u>Amount</u>
11	38,705
41	2,444
	<u>41,149</u>

DALLAS COUNTY ACADEMY FOR ACADEMIC EXCELLENCE

Notes to Financial Statements

August 31, 2014

(5) Pension Plan

Primary Government

(a) *Plan Description*

The Academy administration support staff and teachers employed since July 29, 2004 are permanent, full-time Dallas County employees and participate in the County's pension plan and group health insurance. Group health benefits is wholly contained within Dallas County financial statements where reserves are recorded for estimated incurred but not reported services rendered to members enrolled in the group health plan. They represent approximately 2% of the total County's active employees. The County provides retirement, disability, and death benefits for all of its full-time employees through a nontraditional defined benefit pension plan in the statewide Texas County and District Retirement System (the TCDRS). The TCDRS Board of Trustees is responsible for the administration of the statewide agent multi-employer public employee retirement system consisting of 586 nontraditional defined benefit pension plans. TCDRS in the aggregate issues a comprehensive annual financial report (CAFR) on a calendar year basis. The CAFR is available online at www.tcdrs.org or upon written request from the Board of Trustees at P.O. Box 2034, Austin, TX 78768-2034.

The governing body of the employer adopts the plan provisions within options available in Texas state statutes (TCDRS Act) governing TCDRS. Members employed by the County can retire at age 60 and above with 10 or more years of service, with 30 years of service, regardless of age, or when the sum of their age and years of service equals 80 or more. Members are vested after combined 10 years of employment with any organization(s) with an accredited plan (not just the County) but must leave their accumulated contributions in the plan to receive any employer-financed benefit.

Benefit amounts are determined by the sum of the employee's contributions to the plan, with interest, and employer-financed monetary credits. The level of these monetary credits is adopted by the governing body of the employer within the actuarial constraints imposed by the TCDRS Act so that the resulting benefits can be expected to be adequately financed by the employer's commitment to contribute. At retirement, death, or disability, the benefit is calculated by converting the sum of the employee's accumulated contributions and the employer-financed monetary credits to a monthly annuity using annuity purchase rates prescribed by the TCDRS Act.

Public Agency Retirement Services

Employees with less than 1,000 hours of annual service are required to participate in the Public Agency Retirement Services Plan (PARS) as an alternative to participation in Social Security. PARS is administered by Phase II Systems, a California corporation. Employee and County contributions are fixed as a percent of an employee's salary, which percentages are 6% and 1.3%, respectively. In fiscal 2014, employee and County contributions were \$49 and \$710, respectively. The County Treasurer administers the investment policy for employee and County contributions.

DALLAS COUNTY ACADEMY FOR ACADEMIC EXCELLENCE

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(b) Funding Policy

The County has chosen a fixed rate plan under the provisions of the TCDRS Act. County employees with 1,000 or more hours of service a year are members of the plan. The plan is funded by monthly contributions from both the County and its employees based on the covered payroll of employee members. Regulated by the TCDRS Act, the required 10.8% contribution rate (effective January 1, 2013) of the County is a fixed percent matched by a 7% contribution rate payable by employee members as adopted by the Commissioners Court.

The financing objective for the plan is to provide benefits for the employee members that can be adequately financed by a fixed employer contribution rate that remains level as a percent of covered payroll. Employee and County contribution rates may be changed by the Commissioners Court with options available in the TCDRS Act. If a plan has had adverse experience, the TCDRS Act provisions allow an employer to contribute a fixed supplemental contribution rate determined by the TCDRS actuary above the regular rate for 30 years or to reduce benefits earned in the future.

(c) Annual Pension Cost

For the year ended August 31, 2014, the Academy's annual pension cost and actual contributions for the TCDRS plan was \$508,699.

See County's CAFR for plan details and actuarial assumptions.

(6) Other Post-Employment Benefits

As indicated on note 1, Academy employees are permanent, full-time Dallas County employees and participate in the County's medical plan. They represent about 2% of the total County's employees. The *Other Post-Employment Benefits* (OPEB) for the Academy is estimated by calculating a proportionate share of the total County-wide OPEB reduced by retiree element. The Academy understands that the characteristics of the pool (group) of the Academy County employees is not the same as the group of total County employees, and calculating 2% of the total cost produced a higher proportionate share related to the Academy, however, we believe the effect to be immaterial as the Academy employees are only 2% of the total County employees with no employees vested with the Academy.

(a) Plan Description

The County's group medical plans (Plan) are administered through the Public Employee Benefits Cooperative. The Plan is a single-employer defined benefit healthcare plan funded on a pay-as-you-go-basis. OPEB includes health insurance and Medicare supplements. Contribution, adjustment, or elimination of the contribution and adjustments to OPEB eligibility are subject to the governing body's annual discretion. The County allows retirees and dependents to continue health, dental and other insurance benefits upon retirement.

Age-adjusted premium amounts are not incorporated with the policy, except after the age of 65 when the Plan is secondary payer to Medicare Parts A and B. All retirement credits must be earned within the County for insurance eligibility. Retiree plan participants who opt for other than basic or enhanced coverage must contribute 100% of the costs. (See the County's CAFR for plan details).

DALLAS COUNTY ACADEMY FOR ACADEMIC EXCELLENCE

Notes to Financial Statements

August 31, 2014

(b) Funding Policy.

The Academy has not approved funding of an OPEB liability as responsibility for retiree insurance is vested at the County level. The Academy is not required by state law or contractual agreement to provide insurance for retirees and does not contribute to retiree premiums. The County does provide current budget year benefits to retirees and eligible beneficiaries/dependents. Both contribution and eligibility may be amended annually by the governing body.

(c) Annual OPEB Cost and Net OPEB Obligation

The County's annual OPEB cost (expense) is calculated based on the annual required contribution of the employer (ARC), an amount that was actuarially determined by using the Projected Unit Credit method. The ARC represents a level of funding that, if paid on an on-going basis, is projected to cover the normal cost each year and amortize any unfunded actuarial liabilities over a period not to exceed 30 years. This allocation is performed for the plan as a whole.

The Projected Unit Credit method allocates costs from date of hire to expected retirement date based on experience with active claims aged to retirement. The portion of this Actuarial Present Value allocated to a valuation year is called the Normal Cost. Under this method, actuarial gain/losses, as they occur, reduce/increase future Normal Costs. A table showing the elements of the County's annual OPEB cost for the three most recent fiscal years ended September 30, the amount actually paid on behalf of the plan, and changes in the County's net OPEB obligation to the Plan is included in the County's CAFR.

The Academy recognized the County's decision against funding any Unfunded Actuarial Accrued Liability (UAA) at transition and the County's decision to amortize over the maximum period of 30 years, open basis, as allowed under GASB 45. The estimated liability for the Academy is based on a percent applied to the County's actuarial analysis reduced by current retiree portion.

The Academy estimates an associated OPEB cost for the year ended August 31, 2014 of \$768,000 and recorded the liability on the government-wide financial statements. The Academy's estimated annual OPEB cost for the three fiscal years ended August 31, 2014 is as follows:

	<u>Annual OPEB cost</u>
Fiscal year ended:	
August 31, 2012	\$ 903,200
August 31, 2013	1,036,800
August 31, 2014	768,000

The OPEB long-term liabilities will be funded in future periods from the County's general fund.

DALLAS COUNTY ACADEMY FOR ACADEMIC EXCELLENCE

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(d) Funding Status and Funding Progress

The most recent actuarial valuation (date October 1, 2013) includes a County-wide actuarial accrued liability of \$368 million and actuarial value of assets of \$0, resulting in an unfunded actuarial balance. There are no plan assets because the County funds on a pay-as-you-go basis. The covered payroll (annual payroll of active employees covered by the Plan) was \$43 million for the Academy, the UAA was \$6 million, and the ratio of the UAA to the covered payroll was 139%.

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Decreases in the most recent actuarial evaluation are due to changes in actuarial assumptions for decreasing post-retirement healthcare costs. The discount rate of 2% remains unchanged from the 2009 valuation. Other estimates include assumptions about future employment mortality, age of retirement and continuance of retiree coverage. The schedule of funding progress, shown below presents the result of OPEB for the Academy.

Schedule of Funding Progress for Other Postemployment Benefits Plan
(in millions)
(Unaudited)

Fiscal year	Actuarial valuation date	Actuarial value of assets (a)	Actuarial accrued liability (AAL) (b)	Unfunded OAAL (UAAL) (b-a)	Funded ratio (a/b)	Covered payroll (c)	UAAL as a percentage of covered payroll {(b-a)/c}
2012	October 1, 2011	—	75	75	—%	45	(166%)
2013	October 1, 2011	—	75	75	—	45	(166%)
2014	October 1, 2013	—	60	60	—	43	(139%)

(e) Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the substantive plan, which include actuarial valuations as classified by the TCDRS, the types of benefits provided at the time of each valuation, and the historical pattern of benefit costs between the employer and the plan members at that point. The actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with long-term perspective of the calculations. The demographic assumptions requiring approval were accepted by the County's finance leaders.

The OPEB-specific actuarial assumptions used in the October 1, 2013 OPEB actuarial valuations of the Plan are addressed in the Dallas County annual financial report (CAFR).

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The following is *Participant Data* related to actuarial date □

	<u>Academy</u>	<u>Dallas county</u>
Active:		
Number	99	5,380
Average age	48.2	43.9
Average past service	7.6	9.7
Average future service:		
To expected retirement	10.0	11.0
Retired participants and surviving spouses:		
Number	—	625
Average age	N/A	68.8
Dependents:		
Number	—	208
Average age	N/A	65.6

(f) Additional Disclosure

The County holds the authority to pay OPEB for its retired employees □ therefore, it may incur a debt obligation to pay for OPEB, so long as the County follows the constitutional requirement that it have sufficient taxing authority available at the time such debt is incurred □ Any debt incurred in contravention of this constitutional requirement is considered void and payment will not be due □

The County has not incurred a legal debt obligation for OPEB and has not levied a tax for the same □ The County funds the cost associated with OPEB on a current “pay-as-you-go” basis for a single fiscal year through an annual appropriation authorization by Commissioners Court during the County’s annual budget adoption process □

GAAP requires governmental organizations to recognize an actuarially calculated accrued liability for OPEB, even though it may not have a legally enforceable obligation to pay OPEB benefits □ Information and amounts presented in the County’s Comprehensive Annual Financial Report relative to OPEB expense □ expenditures, related liabilities (assets), note disclosures, and supplementary information are intended to achieve compliance with the requirements of generally accepted accounting principles (GASB 45) and does not constitute or imply that the County is legally obligated to provide OPEB benefits □

(7) Contingencies

The Academy participates in numerous state and federal grant programs, which are governed by various rules and regulations of the grantor agencies □ Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies □ therefore, to the extent that the Academy has not complied with the rules and regulations governing the grants, refunds of any money received may be required and the collectability of any related receivable, if any, at August 31, 2014 may be impaired □ In the opinion of the Academy, there are no significant contingent liabilities relating to compliance with the rules and regulations governing the respective grants □ therefore, no provision has been recorded in the accompanying basic financial statements for such contingencies □

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(8) Stewardship, Compliance, and Accountability (Excess of expenditures over appropriations)

For the year ended August 31, 2014, expenditures exceeded appropriations in the general fund for function code 20 Instructional Leadership by \$44,775. The difference in function code 20 expenditures was due to unforeseen expenses for staff development, instructional resources, and training. Expenditures of ESEA, Title I Part A and Part D fund exceeded appropriations in function 20 Instructional Leadership by \$1,862, function 30 Guidance, Counseling and Evaluation Services by \$26,505 and function 40 General Administration by \$27,271. The difference between the expenditures and the identified appropriations can be attributed to unexpected turnover and newly hired staff. This required additional expenditures for staff development, instructional resources, mentoring programs, and additional salary for instructional specialists who were assigned to special projects during the summer. Expenditures for the Teacher Training and Recruiting fund Title II, Part A exceeded appropriations by \$1,965 in function 40 General Administration due to an increased need for training, recruitment and activities related to the teachers' highly qualified status. In Title II, Part A, function 20 expense exceeded budget by \$2,650. This is due to not budgeting in the Instructional Leadership function for stipends, training and staff development for teachers and principals.

(9) Risk Management

The Academy is included with Dallas County's plan to self-insure against risks arising from tort claims, employee group medical insurance benefits, workers' compensation benefits due to employees who are injured while on duty, losses of funds by theft or mysterious disappearances, and any and all other claims asserted by employees and/or third parties arising out of the normal conduct of business.

The County's plan also included the decision to be a reimbursing employer under the unemployment compensation program administered by the Texas Employment Commission.

The Risk Management plan details are addressed in the Dallas County financial report (CAFR).

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Required Supplementary Information

Budgetary Comparison Schedule

General Fund

Year ended August 31, 2014

(Unaudited)

Data control codes		Budgeted amounts		Actual amounts (GAAP basis)	Variance with final budget positive (negative)
		Original	Final		
	Fund balance, September 1	□ 3,233,101	3,233,101	3,233,101	□
	Resources (inflows):				
5700	Local and intermediate sources	□	□	1,932	1,932
5800	State program revenues	5,836,381	6,096,277	5,336,328	(759,949)
	Amounts available for appropriation	9,069,482	9,329,378	8,571,361	(758,017)
	Charges to appropriations (outflows):				
10	Instruction	3,506,196	3,659,309	3,327,209	332,100
20	Instructional leadership	824,535	939,560	984,335	(44,775)
30	Guidance, counseling, and evaluation services	487,599	439,095	358,495	80,600
40	General administration	675,230	712,101	518,392	193,709
50	Data processing services	342,821	346,212	314,829	31,383
60	Community Services	□	□	179	(179)
	Total charges to appropriations	5,836,381	6,096,277	5,503,439	592,838
	Fund balance, August 31	□ 3,233,101	3,233,101	3,067,922	(165,179)

See accompanying notes to budgetary comparison schedules □

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Required Supplementary Information

Budgetary Comparison Schedule

ESEA, Title I, Part A and Part D

Year ended August 31, 2014

(Unaudited)

Data control codes		Budgeted amounts		Actual amounts (GAAP basis)	Variance with final budget positive (negative)
		Original	Final		
	Fund balance, September 1	□	□	□	□
	Resources (inflows):				
5900	Federal program revenues	1,258,262	1,585,524	1,359,792	(225,732)
	Amounts available for appropriation	1,258,262	1,585,524	1,359,792	(225,732)
	Charges to appropriations (outflows):				
10	Instruction	995,225	1,263,475	978,605	284,870
20	Instructional leadership	114,641	113,455	125,317	(11,862)
30	Guidance, counseling, and evaluation services	146,577	198,863	225,368	(26,505)
40	General administration	1,819	3,231	30,502	(27,271)
50	Data processing services		6,500		6,500
	Total charges to appropriations	1,258,262	1,585,524	1,359,792	225,732
	Fund balance, August 31	□	□	□	□

See accompanying notes to budgetary comparison schedules

DALLAS COUNTY ACADEMY FOR ACADEMIC EXCELLENCE

Required Supplementary Information

Budgetary Comparison Schedule

Title II, Part A

Year ended August 31, 2014

(Unaudited)

Data control codes		Budgeted amounts		Actual amounts (GAAP basis)	Variance with final budget positive (negative)
		Original	Final		
	Fund balance, September 1	□	□	□	□
	Resources (inflows):				
5900	Federal program revenues	22,952	55,550	51,737	(3,813)
	Amounts available for appropriation	22,952	55,550	51,737	(3,813)
	Charges to appropriations (outflows):				
10	Instruction	14,452	53,550	35,122	18,428
20	Instructional leadership	6,500		12,650	(12,650)
30	Guidance, counseling, and evaluation services	□	□	□	□
40	General administration	2,000	2,000	3,965	(1,965)
	Total charges to appropriations	22,952	55,550	51,737	3,813
	Fund balance, August 31	□	□	□	□

See accompanying notes to budgetary comparison schedules

REQUIRED SUPPLEMENTARY INFORMATION

DALLAS COUNTY ACADEMY FOR ACADEMIC EXCELLENCE

Notes to Budgetary Comparison Schedules

Year ended August 31, 2014

Budgetary Information

The Academy is required by state law to adopt an annual budget for the general fund. Each budget is presented on the modified accrual basis of accounting, which is consistent with GAAP. The following procedures are followed in establishing the budgetary data reflected in the financial statements:

1. Prior to August 20, of the preceding fiscal year, the Academy prepares a budget for the next succeeding fiscal year beginning September 1. The operating budget includes proposed expenditures and the means of financing them.
2. A meeting of the Board is then called for the purpose of adopting the proposed budget after 10 days public notice of the meeting has been given.
3. Prior to September 1, the budget is legally enacted through passage of a resolution by the Board.
4. Copies of the approved budget are filed in the office of the County Clerk and must be filed with the TEA no later than November 1 of the year for which the budget is adopted.

Once a budget is approved, it can be amended at the fund level only by approval of a majority of the members of the Board. The legal level of control is at the fund and function level. Amendments are presented to the Board at their regular meetings. Each amendment must have Board approval. Such amendments are made before the fact, are reflected in the official minutes of the Board, and are not made after fiscal year-end as dictated by law. The significant amendments were as follows:

- **Budget Amendment # 1 – Instructional**
 - To complete the allocation process for 100% of Charter School budget based on the initial Notice of Grant Awarded (NOGA) has been received.
- **Budget Amendment #2 – Instructional**
 - To fund a 2% salary increase and additional teacher and substitute positions
 - To reallocate funds among personnel and nonpersonnel line items.
- **Budget Amendment #3 – Instructional**
 - To accept maximum entitlements, roll forward funds and include Instructional Materials Allotment (IMA) funds
 - To make line item adjustments for office and instructional supplies and technology
- **Budget Amendment #4 – Instructional**
 - To reallocate funds from substitute teachers to fund the student intern program
- **Budget Amendment #5 – Instructional**
 - To accept reallocation funding for Title I, Part D for the purchase of instructional and office supplies, replacement technology and special projects.

DALLAS COUNTY ACADEMY FOR ACADEMIC EXCELLENCE

Notes to Budgetary Comparison Schedules

Year ended August 31, 2014

- **Budget Amendment #6 – Instructional**
 - To accept maximum entitlements for IDEA B
 - To make line item adjustments for State Aid and Title II, Part A
- **Budget Amendment #7 – Instructional**
 - To accept Instructional Materials Allotment Funds (IMA)
 - To make line item adjustments to increase supplemental pay for Title I, Part A

It is noted that when official budget amendments are sought, it serves as an opportunity to make adjustments based on the Summary of Finance payments (i.e., State Funds) due to modifications in the funding, which are made on a six weeks reporting cycle.

Each budget is prepared and controlled by the budget coordinator at the fund level. Budgeted amounts are as amended by the Board. All budget appropriations lapse at year-end.

Encumbrance Accounting

Encumbrances for goods or purchased services are documented by purchase orders or contracts. Under Texas law, appropriations lapse at August 31, and encumbrances outstanding at that time are to be either canceled or appropriately provided for in the subsequent year's budget.

SUPPLEMENTARY INFORMATION

DALLAS COUNTY ACADEMY FOR ACADEMIC EXCELLENCE

Combining Balance Sheet

Nonmajor Governmental Funds

August 31, 2014

Data control codes	IDEA B Capacity	Title III, Part A	Total nonmajor governmental
Assets:			
1241	□	□	□
1242	61,270	2,118	63,388
1260	□	□	□
	<u>61,270</u>	<u>2,118</u>	<u>63,388</u>
	Total assets		
Liabilities and fund balances:			
Liabilities:			
2110	□	□	13,390
2160	□	□	□
2170	47,880	2,118	49,998
	<u>61,270</u>	<u>2,118</u>	<u>63,388</u>
	Total liabilities		
Fund balances:			
3600	□	□	□
	<u>□</u>	<u>□</u>	<u>□</u>
	Total fund balances		
	<u>□</u>	<u>□</u>	<u>□</u>
	<u>61,270</u>	<u>2,118</u>	<u>63,388</u>
	Total liabilities and fund balances		

See accompanying accountants' report

DALLAS COUNTY ACADEMY FOR ACADEMIC EXCELLENCE

Combining Statement of Revenues, Expenditures, and Changes in Fund Balances

Nonmajor Governmental Funds

Period ended August 31, 2014

Data control codes	IDEA B Capacity	Title III, Part A	Total nonmajor governmental
Revenues:			
5800 State program revenues	94,360	3,901	98,261
5900 Federal program revenues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total revenues	94,360	3,901	98,261
Expenditures:			
Current:			
11 Instruction	67,344	<input type="checkbox"/>	67,344
21 Instructional leadership	18,759	3,901	22,660
31 Guidance and counseling and evaluation services	5,958	<input type="checkbox"/>	5,958
41 General administration	2,299	<input type="checkbox"/>	2,299
53 Data processing services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total expenditures	94,360	3,901	98,261
1100 Excess (deficiencies) of revenues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fund balances <input type="checkbox"/> beginning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fund balances <input type="checkbox"/> ending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

See accompanying accountants report

REQUIRED TEXAS EDUCATION AGENCY SCHEDULES

DALLAS COUNTY ACADEMY FOR ACADEMIC EXCELLENCE
 Schedule of Expenditures for Computations of Indirect Cost for 2013-2014
 General and Special Revenue Funds
 Year ended August 31, 2014 (Unaudited)

Function 41 General Administration

Account number	Account name	A School Board	B Tax Collection	C Supt's Office	D Indirect Cost	E Direct Cost	F Miscellaneous	G Total
611-6146	Payroll costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	448,059	<input type="checkbox"/>	<input type="checkbox"/>	448,059
6212	Audit services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	46,080	<input type="checkbox"/>	<input type="checkbox"/>	46,080
621	Other prof. services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19,602	<input type="checkbox"/>	<input type="checkbox"/>	19,602
6250	Utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	0
6260	Rentals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2,403	<input type="checkbox"/>	<input type="checkbox"/>	2,403
6299	Misc. contracted services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	134	<input type="checkbox"/>	<input type="checkbox"/>	134
63	Other supplies materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11,022	<input type="checkbox"/>	<input type="checkbox"/>	11,022
6410	Travel, subsistence, stipends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	856	<input type="checkbox"/>	<input type="checkbox"/>	856
6490	Miscellaneous operating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17,860	<input type="checkbox"/>	<input type="checkbox"/>	17,860
6000	Total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	546,016	<input type="checkbox"/>	<input type="checkbox"/>	546,016
Total expenditures for General and Special Revenue Funds								<input type="checkbox"/> 7,013,229
Less deductions of unallowable costs								<input type="checkbox"/>
Fiscal year:								
Column D (above) <input type="checkbox"/> total indirect cost								<input type="checkbox"/> 546,016
Subtotal								<u>546,016</u>
Net allowed direct cost								<input type="checkbox"/> <u>6,467,213</u>

See accompanying accountants' report

DALLAS COUNTY ACADEMY FOR ACADEMIC EXCELLENCE

Fund Balance and Cash Flow Calculation Worksheet

General Fund as of August 31, 2014

(Unaudited)

Data control codes	Explanation	Amount
1	Total General Fund Balance 8/31/14 (Exhibit C-1 object 3000 for the General Fund only)	3,067,922
2	Total Reserved Fund Balance (Exhibit C-1 total of object 3400s for the General Fund only)	0
3	Total Designated Fund Balance (Exhibit C-1 total of object 3500s for the General Fund only)	0
4	Estimated amount needed to cover all cash flow deficits in General Fund (net of borrowed funds and funds representing deferred revenues)	0
5	Estimate of one month's average cash disbursements of the General Fund for the school year (9/1/13-8/31/14)	458,620
6	Optimum Fund Balance and Cash Flow (2/3/14/15)	458,620
7	Excess (deficit) undesignated unreserved General Fund fund balance (1/16)	2,609,302

Explanation of need for and/or projected use of net positive undesignated unreserved General Fund balance:

Management of the Academy will continue to budget conservatively to ensure adequate funds are always available. Enrollment in the Academy is typically stable in all of the campuses except for the Juvenile Detention Center. Academy enrollment at the detention center is dependent upon the number of youth being detained and will vary throughout the year based on the Juvenile Detention Center population. Consequently, it is imperative that the management maintain adequate funding to account for any major fluctuations in attendance. It is management's position to internally account for a minimum amount of three months of cash reserve before budgeting for additional expenses. Excess funds will be used to continue to enhance critical needs areas such as Special Education, English as a Second Language (ESL), and transition as it relates to drop out prevention. Moreover, excess funds will be used to ensure compliance with federal mandates associated with the No Child Left Behind Act of 2001.



KPMG LLP
Suite 3100
717 North Harwood Street
Dallas, TX 75201-6585

Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

The Commissioners Court and Dallas County Juvenile Board
Dallas County, Texas:

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Dallas County Academy for Academic Excellence (the Academy), as of and for the year ended August 31, 2014, and the related notes to the financial statements, which collectively comprise Academy's basic financial statements, and have issued our report thereon dated January 21, 2015.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Academy's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Academy's internal control. Accordingly, we do not express an opinion on the effectiveness of the Academy's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Academy's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Academy's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Academy's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

KPMG LLP

Dallas, Texas
January 21, 2015



DALLAS COUNTY ACADEMY FOR ACADEMIC EXCELLENCE

Report of Those Charged with Governance

August 31, 2014



KPMG LLP
Suite 3100
717 North Harwood Street
Dallas, TX 75201-6585

January 21, 2015

The Board of Trustees
Dallas County Academy for Academic Excellence
Dallas, Texas

Ladies and Gentlemen:

We have audited the basic financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Dallas County Academy for Academic Excellence (the Academy) as of August 31, 2014 and for the year then ended, and have issued our report thereon under date of January 21, 2015. Under our professional standards, we are providing you with the accompanying information related to the conduct of our audit.

Our Responsibility under Professional Standards

We are responsible for forming and expressing an opinion about whether the basic financial statements, that have been prepared by management with the oversight of the Dallas County Academy for Academic Excellence Board are presented fairly, in all material respects, in conformity with U.S. generally accepted accounting principles. We have a responsibility to perform our audit of the basic financial statements in accordance with professional standards. In carrying out this responsibility, we planned and performed the audit to obtain reasonable assurance about whether the financial statements as a whole are free of material misstatement, whether caused by error or fraud. Because of the nature of audit evidence and the characteristics of fraud, we are to obtain reasonable, not absolute, assurance that material misstatements are detected. We have no responsibility to plan and perform the audit to obtain reasonable assurance that misstatements, whether caused by error or fraud, that are not material to the financial statements are detected. Our audit does not relieve management or the Dallas County Academy for Academic Excellence Board of their responsibilities.

In addition, in planning and performing our audit of the financial statements, we considered internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements but not for the purpose of expressing an opinion on the effectiveness of the Academy's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Academy's internal control. We also have a responsibility to communicate significant matters related to the financial statement audit that are, in our professional judgment, relevant to the responsibilities of the Academy for Academic Excellence's Board in overseeing the financial reporting process. We are not required to design procedures for the purpose of identifying other matters to communicate to you.



Other Information in Documents Containing Audited Financial Statements

Our responsibility for other information in documents containing the Academy's basic financial statements and our auditors' report thereon does not extend beyond the financial information identified in our auditors' report, and we have no obligation to perform any procedures to corroborate other information contained in these documents. We have, however, read the other information included in the Academy's annual financial report, and no matters came to our attention that cause us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the basic financial statements.

Accounting Practices and Alternative Treatments

Significant Accounting Policies

The significant accounting policies used by the Academy are described in note 1 to the basic financial statements.

Unusual Transactions

In connection with our audit of the Academy's basic financial statements, we did not identify any unusual transactions for the year ended August 31, 2014.

Qualitative Aspects of Accounting Practices

We have discussed with management our judgments about the quality, not just the acceptability, of the Academy's accounting principles as applied in its financial reporting. The discussions generally included such matters as the consistency of the Academy's accounting policies and their application, and the understandability and completeness of the Academy's basic financial statements, which include related disclosures.

Management Judgments and Accounting Estimates

The preparation of the basic financial statements requires management of the Academy to make a number of estimates and assumptions relating to the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the basic financial statements and the reported amounts of revenues and expenses during the period.

Management has made the following significant judgments and estimates that could affect the fair presentation in the basic financial statements:

- Actuarial estimates and assumptions of the value of other postemployment benefits
- The useful lives of depreciable capital assets



The Board of Trustees
Dallas County Academy for Academic Excellence
Page 3 of 4

We evaluated the key factors and assumptions used to develop these estimates when determining that these estimates are reasonable in relation to the basic financial statements taken as a whole.

Disagreements with Management

There were no disagreements with management on financial accounting and reporting matters, if not satisfactorily resolved, that would have caused a modification of our auditors' report on the Academy's basic financial statements.

Management's Consultation with Other Accountants

To the best of our knowledge, management has not consulted with or obtained opinions, written or oral, from other independent accountants during the year ended August 31, 2014.

Significant Issues Discussed, or Subject to Correspondence, with Management

Major Issues Discussed with Management prior to Retention

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with you and management each year prior to our retention by you as the Academy's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Material Written Communications

Attached to this letter please find a copy of the following material written communication between management and us:

- 1. Management representation letter

Other Significant Findings or Issues

We encountered no difficulties in dealing with management in performing our audit.

Independence

We hereby confirm that as of January 21, 2014 we are independent accountants with respect to the Academy under all relevant professional and regulatory standards.

□□□□□□

This letter to the Dallas County Academy for Academic Excellence Board and management and is not intended to be and should not be used by anyone other than these specified parties.



The Board of Trustees
Dallas County Academy for Academic Excellence
Page 4 of 4

Very truly yours,

KPMG LLP

Dallas, Texas
January 21, 2011