



## DALLAS COUNTY JUVENILE BOARD

### Agenda

Monday, April 25, 2016 5:00 PM

305<sup>th</sup> District Court Master / Referee Courtroom, Rm. A332, 3<sup>rd</sup> Floor  
Henry Wade Juvenile Justice Center, 2600 Lone Star Dr., Dallas, TX 75212

FILED  
2016 APR 20 PM 2:33

CLERK  
DALLAS COUNTY

- I. Call to Order
- II. Approval of Minutes  
March 28, 2016
- III. Public Comment (Limited to 3 minutes per individual or organization)
  - a. Eric O'Ree
- IV. Discussion Items - Juvenile Department
  - A. Directors Report
  - B. Quarterly Reports - Facilities
  - C. Juvenile Justice Alternative Education Program (JJAEP) Update
  - D. Interlocal Agreement between Dallas ISD and Dallas County Juvenile Department
- V. Action Items - Juvenile Department
  - E. Juvenile Processing Offices – Farmers Branch Police Department and Addison Police Department
  - F. TechShare.Juvenile CaseManagement System-Basic 2013 Resource Sharing Addendum # 5
  - G. Ratification of Youth with Sexual Behavior Problems Program Grant Application
  - H. Ratification of JJAEP Summer Camp: TJJD Prevention, Programming and Placement Award
  - I. Approval of Memorandum of Understanding with JuvIGAP Ministries, Inc.
  - J. Amendment to the Dallas County Youth Village 2015 Court Order 2015-139 to include bed capacity
  - K. 2016-2017 School Calendar for the Dallas County Juvenile Justice Alternative Education Program
  - L. Summer School 2016 for Juvenile Justice Alternative Education Program
  - M. Any subsequent action deemed necessary as a result of VIII – Litigation - Claim by The Department of State Health Services Case number 3002160325
  - N. Any subsequent action deemed necessary as a result of VIII – Personnel: Letot Residential Treatment Center complaint
- VI. Discussion Items – Academic for Academic Excellence (AAE) Charter School
  - O. Academic for Academic Excellence (AAE) Charter School Update
- VII. Action Items – Academy for Academic Excellence Charter School
  - P. 2016-2017 School Calendar for the Academy for Academic Excellence
  - Q. Academy for Academic Excellence Budget Amendment #2: Maximum Entitlements and Line Item Adjustments
  - R. Senate Bill 507 - Request to Purchase Video Cameras
- VIII. Executive Session - Juvenile Department

For Purposes Permitted by Chapter 551, Open Meetings, Texas Government Code, Section 551.071 through Section 551.076

**Subjects: -**

**Litigation:** Claim by The Department of State Health Services Case number 3002160325

**Personnel:** Letot Residential Treatment Center complaint

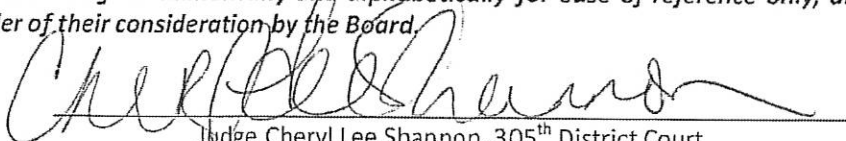
**Contracts:**

**Security:**

**Notes:**

*\*Individuals Wishing to Speak During the Public Comment Period Must Register With the Director's Executive Administrative Coordinator, Ms. Claudia Avila (214-698-2224) 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 Lee Shannon, 305<sup>th</sup> District Court  
Chairman, Dallas County Juvenile Board



# APPROVAL OF MINUTES

II



MINUTES OF MEETING DATE: March 28, 2016

DALLAS COUNTY  
JUVENILE BOARD

TIME: 5:00 p.m.

PLACE: 305<sup>th</sup> District Court Master/Referee Courtroom  
Rm. A332, 3<sup>rd</sup> Floor  
2600 Lone Star Drive  
Dallas, Texas 75202

MEMBERS PRESENT: Commissioner John Wiley Price, Vice-Chairman  
Judge Cheryl Lee Shannon, Chairman  
Judge Paula Miller  
Judge Andrea Martin  
Judge Andrea Plumlee  
Judge Craig Smith  
Judge Amber Givens-Davis

MEMBERS ABSENT: County Judge Clay Jenkins  
Judge Ken Molberg

**I. Call to Order**

The Dallas County Juvenile Board met at the 305<sup>th</sup> District Court/Referee Courtroom. Commissioner John Wiley Price called the Juvenile Board Meeting to order at 5:00 p.m. Judge Cheryl Lee Shannon arrived at 5:02 p.m. and Judge Paula Miller arrived at 5:05 p.m.

**II. Approval of Minutes**

Commissioner John Wiley Price presented the minutes from the February 22, 2016, Juvenile Board Meeting for approval. A motion was made by Judge Andrea Martin and seconded by Judge Amber Givens-Davis to approve the February 22, 2016, minutes. The motion was unanimously approved.

**III. Public Comment**

Commissioner John Wiley Price mentioned there were no persons present for public comment.

**IV. Discussion Items – Juvenile Department**

**A. Directors Report:**

The DCJD Black History Committee (BHC) hosted the 23<sup>rd</sup> Annual Black History Celebration Program and the Medlock Scholarship Presentation on February 26, 2016. Dr. Terry Smith asked the Black History Committee to stand up and thanked them for a great job. This year's theme was "A Salute to our Military" and Dallas County honored our military staff as well.

Dr. Terry Smith mentioned the weight loss competition and congratulated Judge Andrea Martin for placing second.

Dr. Terry Smith mentioned the Youthful Offender Court held their second graduation ceremony on March 2, 2016.

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*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

- Point of Information - Commissioner John Wiley Price asked, regarding Psychiatric Services and Substance Abuse Division, who was making the assessments. Dr. Smith stated it was Parkland Hospital. And Dr. Palanduka (Dr. P) is a child Psychiatrist.
- Point of Information - Commissioner John Wiley Price asked how Dallas County can place a value on the Volunteer Program. Dr. Terry Smith explained it is hard to put a value on volunteers/mentors such as the volunteers who braid girls' hair and the volunteers that help in the Art Department because they do not have a curriculum. It was shared we can see if there is research on how to quantify volunteers.
- Point of Information - Commissioner John Wiley Price asked how much money Letot has raised since the Board continues to raise funds for the new Residential Treatment Center. Mr. Roddrick Armwood explained he did not have the information with him; the information will be forwarded to the Board.

**B. Juvenile Justice Alternative Education Program (JJAEP) Update:**

Dr. Terry Smith explained JJAEP had increased in enrollment from 71 students in January to 92 students in February.

Dr. Terry Smith mentioned Parent-Teacher Conference Night was held on February 11, 2016. Three families attended the Parent-Teacher Conference Night and were given second semester course outlines as well as state testing dates and guidelines.

**V. Action Items – Juvenile Department:**

**C. Juvenile Processing Office – Highland Park Department of Public Safety and Baylor Healthcare Department of Public Safety:**

The Juvenile Department recommended the Juvenile Board reapprove the Juvenile Processing Offices for the Highland Park Department of Public Safety by approving the Report Writing Room and Room 331 located at 4700 Drexel, Dallas, TX 75209 as a Juvenile Processing Office.

In addition, the Juvenile Department recommended the Juvenile Board reapprove the Juvenile Processing Office for the Baylor Healthcare Department of Public Safety by approving the Police Supervisors Room 100.10-100.13 located at 4005 Crutcher Street, Suite 100, Dallas TX 75246 as a Juvenile Processing Office.

- A motion was made by Judge Craig Smith and seconded by Judge Andrea Martin to reapprove the Juvenile Processing Offices for the Highland Park Department of Public Safety by approving the Report Writing Room and Room 331 located at 4700 Drexel, Dallas, TX 75209 as a Juvenile Processing Office. In addition, to reapprove the Juvenile Processing Office for the Baylor Healthcare Department of Public Safety by approving the Police Supervisors Room 100.10-100.13 located at 4005 Crutcher Street, Suite 100, Dallas TX 75246 as a Juvenile Processing Office. The motion was unanimously approved.

**D. Modification of Juvenile Board Order related to Dallas Metrocare Services for In-Home Therapeutic Services:**

It was recommended the Dallas County Juvenile Board approve the Juvenile Department's request to correct Juvenile Board Order No. 2014-159 approved on November 24, 2014, to reflect the current contract term from September 1, 2015, through August 31, 2016. Additionally, the total cost of the contract is \$68,000 and will be funded through the State Aid Grant made available by the Texas Juvenile Justice Department.

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

- A motion was made by Judge Andrea Plumlee and seconded by Judge Craig Smith to approve the Juvenile Department's request to correct Juvenile Board Order No. 2014-159 approved on November 24, 2014, to reflect the current contract term from September 1, 2015, through August 31, 2016. Additionally, the total cost of the contract is \$68,000 and will be funded through the State Aid Grant made available by the Texas Juvenile Justice Department. The motion was unanimously approved.

**E. Youth Services Advisory Board (YSAB) Juror Fund Recommendation for Fiscal Year 2016:**

It was recommended the Dallas County Juvenile Board approve the Youth Services Advisory Board's recommendation for a juror fund allocation for FY2016 for one community organization: JuvigAP Ministries, INC. for \$21,000. And for three departmental initiatives: The Incentive Project for \$16,270, the Youth Village and Medlock's Honors' Program for \$5,000, and the Letot Cultural Experience and Incentive Program for \$12,100. The grand total is for \$54,370.

- A motion was made by Judge Paula Miller and seconded by Judge Andrea Plumlee to the Youth Services Advisory Board's recommendation for a juror fund allocation for FY2016 for one community organization: JuvigAP Ministries, INC., the Incentive Project, the Youth Village and Medlock's Honors' Program, and the Letot Cultural Experience and Incentive Program for a grand total of \$54,370. The motion was unanimously approved.

**F. Amended Criminal Justice Division (CJD) FY 2017 Continuation Grant Funding Applications:**

It was recommended the Dallas County Juvenile Board approve the Amended Criminal Justice Division (CJD) FY2017 Continuation Grant Application for the Residential Drug Treatment Program.

- A motion was made by Judge Andrea Plumlee and seconded by Judge Paula Miller to approve the Amended Criminal Justice Division (CJD) FY2017 Continuation Grant Application for the Residential Drug Treatment Program. The motion was unanimously approved.

**G. Ratification of Professional Services Agreement With Diagnostic Assessment Services and the Juvenile Justice Alternative Education Program :**

It was recommended the Juvenile Board approve the professional services agreement between Dr. Natalie Davenport (Diagnostic Assessment Services) and the Dallas County Juvenile Justice Alternative Program Special Education Services, not to exceed \$25,631.90 effective from March 1, 2016, through August 31, 2016.

- A motion was made by Judge Andrea Plumlee and seconded by Judge Paula Miller to approve the professional services agreement between Dr. Natalie Davenport (Diagnostic Assessment Services) and the Dallas County Juvenile Justice Alternative Program Special Education Services, not to exceed \$25,631.90 effective from March 1, 2016 through August 31, 2016. The motion was unanimously approved.
- A motion was made by Commissioner John Wiley Price and seconded by Judge Andrea Plumlee to recess as the Dallas County Juvenile Board. The motion was unanimously approved.
- A motion was made by Commissioner John Wiley Price and seconded by Judge Andrea Plumlee to convene as the Academy of Academic Excellence Charter School Board. The motion was unanimously approved.

**VI. Discussion Items – Academy for Academic Excellence (AAE) Charter School****H. AAE Charter School Update:**

Dr. Terry Smith mentioned the Parent Conference Night(s) held at each campus to engage families in their child's progress and success. SAU had an outstanding turnout – 32 families came to learn about their child's progress.

As of February 29, 2016, our enrollment across the District reached 545 students. This is an increase of 59 students since the PEIMS snapshot on October 30, 2015.

**VII. Action Items – AAE Charter School****I. Ratification of Professional Services Agreement with Diagnostic Assessment Services and the Academy for Academic Excellence :**

It was recommended the Dallas County Academy for Academic Excellence Charter School Board approve the professional services agreement between Dr. Natalie Davenport (Diagnostic Assessment Services) and the Academy for Academic Excellence Special Education Services not to exceed \$18,610.50 effective from March 1, 2016, through August 31, 2016.

- A motion was made by Commissioner John Wiley Price and seconded by Judge Amber Givens-Davis to approve the professional services agreement between Dr. Natalie Davenport (Diagnostic Assessment Services) and the Academy for Academic Excellence Special Education Services not to exceed \$18,610.50 effective from March 1, 2016, through August 31, 2016. The motion was unanimously approved.
- A motion was made by Commissioner John Wiley Price and seconded by Judge Andrea Plumlee to recess as the Academy of Academic Excellence Charter School Board. The motion was unanimously approved.
- A motion was made by Commissioner John Wiley Price and seconded by Judge Andrea Plumlee to reconvene as the Dallas County Juvenile Board. The motion was unanimously approved.

**VIII. Executive Session - Juvenile Department**

For Purpose Permitted by Chapter 551, Open Meetings, Texas Government Code, Section 551.071 Through Section 551.076;

- Judge Cheryl Lee Shannon, Chairman, stated the Juvenile Board had no further matters to be considered. The meeting was adjourned at 5:40 p.m., following a motion by Judge Andrea Plumlee seconded by Commissioner John Wiley Price. The motion was unanimously approved. Meeting adjourned.



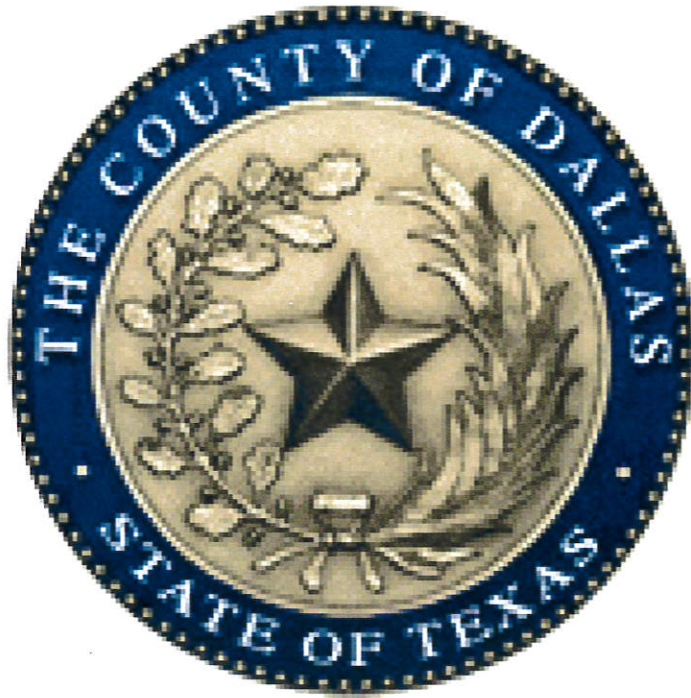


# PUBLIC COMMENTS

III



**DISCUSSION ITEMS**  
**JUVENILE**  
**DEPARTMENT**  
**IV**



**DISCUSSION**

**ITEM**

**A.**

## DIRECTOR'S REPORT

April 2016

The Juvenile Department recognized outstanding departmental employees for March 2016:

**DCJD Employee of the Month:** JSO Ryan Mayfield (from the Dr. Jerome McNeil Detention Center).

### **PROBATION SERVICES DIVISION**

Ms. Zakiyyah Terrell was selected to fill the Intake Screening Unit Supervisor position. Ms. Terrell has been with the Department since 2013, and during her tenure, has served as Assistant Supervisor in the Department's Specialty Unit (Special Needs, Front End Diversion Initiative, Mental Health Court, and Sex Offender Supervision). She brought to Dallas County 10 years of experience in Juvenile Probation Services from the Georgia Department of Juvenile Justice, where she served as Juvenile Probation/Parole Specialist and Juvenile Program Manager. Ms. Terrell possesses a wealth of knowledge and experience. Congratulations to Ms. Terrell on her promotion.

#### **FIELD SERVICES – CY 2016**

	<b>MAR</b>	<b>YTD</b>
Probation Caseload	1217*	1237*
New Probationers	108	321
Review Hearings	148	509
Delinquent Conduct	19	51
Technical Violations	29	76
Pre-Adjudicated	589	-
PAIS	126	-
Total Caseload	1932	-

\* Average

### **Community Service Restitution (CSR) Update:**

Throughout March 2016, two hundred and ninety-two (292) youth completed a total of one thousand, three hundred and fifty-nine (1359) court-ordered CSR hours at various approved CSR sites in Dallas County. Supervised Community Service Restitution projects were held at the SPCA Dallas, Youth World, North Texas Food Bank, Habit for Humanity, Goodwill Industries, and Brother Bill's Helping Hands, resulting in the completion of four hundred and twenty-two (422) CSR hours by ninety-two (92) youth.

### **PSYCHOLOGICAL SERVICES AND SUBSTANCE ABUSE DIVISION**

Psychology staff referred **42** youth for psychiatric services during February. A total of **42** psychiatric consultations were performed with **23** of those being follow-up consultations. Of the **19** initial psychiatric consultations performed: **10 resulted** in no medication being prescribed, **10 had** already been prescribed psychotropic medications and continued those, **1** youth was already prescribed psychotropic medication and the medication was discontinued, and **4** were started on medication.

### **INSTITUTIONAL SERVICES DIVISION**

#### **DETENTION CENTER**

#### **Program News and Updates:**

What came first, the chicken or the egg? I am not sure about your answer, but for several little boys and girls displaced and living in the Family Place Shelter, the "Easter Egg" came first! Each year, the girls in Honors and RDT have several opportunities to participate in a community service project sponsored by the phenomenal women who volunteer under the umbrella of Covenant Church Youth Ministry Team!



Several years ago, the Covenant Church Youth Ministry collaborated with several shelters that provide services to families, women and women with children. This month the girls made 36 of the most beautiful Easter baskets wrapped in designer cellophane and filled with coloring books, crayons, chocolate bunnies, candy, balls, a slinky, bubbles, a stuffed animal – and Easter Egg candies of course! The Easter baskets are an annual project that the volunteers could easily purchase preassembled, however, they continue to use this opportunity as a ministry and educational tool to share with our girls. The assembling of the basket is more than a physical process. It is weaved with love and careful dialogue on healing abuse, healthy relationships, what it means to show love to our neighbors; and how to respond when life throws you a curve ball – you knock it out of the park.

Well the girls did just that, knocked it out of the park! In the midst of an emotional discussion, they had many moments of laughter and excitement – the generous giving of themselves by doing for someone else. There is something special about laughter.

We are so grateful to have the gifted and dedicated members of Covenant Church who “knock it out of the park” each week with our youth, ministering in ways that are relevant and giving. They are here on Sunday and the Friday Night Socials are wonderful and enriching!

Our goal this year is to inspire our youth to Change Their Thoughts and Change Their Life! We have changed up the schedule and moved our volunteers to different units to ensure that all of our youth have an opportunity to participate in the various spiritual enrichment and life and social skill programs. We are determined for our youth to experience Change in 2016.

#### Volunteer Programs and Residents Activity:

**Total Volunteers/Hours for March 2016:** Volunteers: 86  
Hours: 321

Dallas County HHS tested/counseled **0** 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; ALERT Ministries - Robot Wars Computer Programming

**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, and Faith-4-Life

START PROGRAM	Feb	March	Total
<b>Activity</b>			
Individual Counseling Sessions	206	223	631
Family Counseling Sessions	19	19	43
Victim Impact Panel participation	12	8	32
Participation in Family Training Sessions	43	46	125
Family Training Sessions	8	9	24
Case Staffing's	31	32	106
Probation Officer Participation in Case Staffing's	84%	97%	89%

DETENTION CENTER	Feb	Mar	Total
<b>Detention</b>			
Admissions	247	238	728
Releases	216	264	705
ADP	182	171	172
ALOS (days)	20.4	20.6	20.5
Detention Hearings	583	543	1584
TYC/Placement Trips	11	11	31
Local trips	74	77	191
Youth transported	75	62	177
<b>START</b>			
Admissions	9	13	34
Releases	8	8	31
Successful	8	7	27
Unsuccessful	0	1	4
Administrative	0	0	0
ADP	28	32	31
ALOS	92.3	84.7	88.4

**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; I Am Second

**Chaplain's Report:** Counsel/Prayer: 21 residents

### MARZELLE C. HILL TRANSITION CENTER

**Program Updates:** The youth of Hill Center continue to participate in weekly Art Expression, which they enjoy. Level four (4) youth participated in a Picnic.

**Program and Residents Activities:** Community partner Traffick 911 conducted groups with the female residents and also provided informative group in reference to sex trafficking. Dare to Dream provided services to the residents twice this month. New Life Ministry and Friendship West provided church services on the weekends

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

HILL CENTER	Feb	Mar	YTD
Admissions	26	53	115
ADP	27	40	31
ALOS	23.6	18.7	22.9
Releases	36	41	99
Total Youth Served	60	77	135

**Volunteer Services:** 4 groups including 12 individuals provided a total of 23 hours of service.

### MEDLOCK CENTER

#### New Initiatives:

This month, the Academy for Academic Excellence instructors facilitated the 2016 STAAR testing at the facility. Overall, the participation from the youth was good and they appeared to be genuinely engaged and trying to do well on the test. The youth participated in a variety of Spring Break activities and really enjoyed quite a bit of time on the outside recreation yard. Spring Break activities concluded with hot dogs, chips, pastries, and drinks that were all donated by the facility staff. The Food Handler's class will begin in April for twelve interested youth who are at least sixteen years old.

**Activities:** Full Gospel Holy Temple, Lake Pointe Baptist Church, Potter's House, and Pleasant Valley Baptist Church, and Life Quest Essentials who also sponsored the Adopt a Dorm activities.

**Medical Services:** Twenty-seven (27) youth were transported to Dr. Jerome McNeil Detention Center for routine dental care. Four (4) youth were transported to Parkland and one (1) youth was transported to Children's for basic medical care.

MEDLOCK CENTER			
	Feb	Mar	YTD
<b>Total</b>			
Admissions	4	4	15
Released	2	7	14
Successful	2	7	14
Unsuccessful	0	0	0
Administrative	0	0	0
ALOS	157.0	219.7	192.0
ADP	41	47	51
Total Youth Served	45	47	54
MEDLOCK STARS			
	Feb	Mar	YTD
Admissions	0	0	4
Releases	0	1	2
Successful	0	1	1
Unsuccessful	0	0	1
Administrative	0	0	0
ALOS (days)	N/A	364.0	364.0
ADP	23	23	22
Total Youth Served	23	23	24

**TJJD Reports**

There were no reports submitted to TJJD in March.

**Staff**

All JSO staff were retrained on active supervision. Culinary staff were retrained in Handle With Care Verbal de-escalation and Physical restraint.

**YOUTH VILLAGE**

All regular programs such as Family Training, PREP, Culinary Arts, Food Management and Horticulture continue to thrive.

**Off Campus:**

Three (3) residents had Review Hearings at JDC court. One (1) resident was transported to Parkland for a MRI. One (1) resident was transported to Community Baptist Church to attend his brother's funeral. Eight (8) residents attended Food Service Training and worked at the Farmers Market Dinner Event.

**Volunteer /Intern Hours**

Seven (7) individual volunteers provided seventy-nine (79) hours of service. Two (2) Chaplains provided four (4) hours of service. Six (6) group program volunteers provided sixty (60) hours of service for a total one hundred thirty-nine (139) hours in March.

**Speaker Program:**

Eugene Mosley provided mentoring services through motivational speaking.

**Training:**

Active Supervision Training was facilitated by Frederick Jernigan and Herman Brown for Youth Village staff.

**Medical Services**

Twenty (20) residents were seen for sick call request. Six (6) residents were transported to dental appointments at Juvenile Detention Center, Twenty (20) were treated at the Med Van and nineteen (19) were seen by Mental Health Psychiatrist for a total of sixty-five (65).

**Religious Programs**

Full Gospel Holy Temple, Mt. Zion Baptist Church, Countryside Bible, and Shady Grove Baptist Church.

**Account of Reportable Injuries: None**

**Escape/Furlough:** On 3/2/16 Youth G. A. absconded from the facility and on 3/5/16 Youth J.P. and J.S. absconded from the facility. After the warrants were executed, J.P. and J.S. have been returned to Detention Center.

YOUTH VILLAGE			
	Feb	Mar	YTD
Admitted	8	12	28
ADP	48	48	48
Total Youth Served	56	61	73
Releases	7	13	25
Successful	7	8	19
Unsuccessful	0	2	3
Administrative Rel.	0	3	3
ALOS	201.6	202.6	198.8

**LETOT CENTER**

**Community Initiatives:** Non-Residential services received 54 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 five youth and families attended ESTEEM Court during the month of March. Two youth began services. Three youth were referred in March. Aim, Functional Family Therapy, and Clinical Unit have been providing services. After care services are also being provided for the girls who have completed the program. The girls participated in Spring Break Activities: March 15 - Career Day and Pizza; March 18 Holocaust Museum and Lunch at TGI Friday's.

<b>LETOT CENTER</b>			
<b>Residential</b>	Feb	Mar	YTD
Admissions	16	20	46
Releases	9	19	44
ADP	17	21	19
ALOS	45.0	33.6	40.2
Total Youth Served	30	41	66
<b>Intake/Orientation</b>			
Admissions	59	61	115
Releases	57	55	171
ADP	2	4	3
ALOS	4.3	0.5	1.9
Total Youth Served	60	62	178

**Residential Services:** Why Try Topics: (1) The Wall-focuses residents on the challenges they face and using previous topics as the steps to get over the wall; (2) Get Plugged In - helps residents identify people who can help them reach their goals; (3) 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; (4) Desire, Time and Effort - learning to focus on positive things that do not hurt themselves or others; (5) Jumping Hurdles - realizing they will always have problems and develop a plan to overcome them.

**Medical Services:** Residential: Health Screens – 20, Call Backs – 2, Doctor's visits -18.

**Volunteer Services:** Faith-Based Volunteers: worship and religious study – 4 volunteers, 2 hours; Life Skills Volunteers: visiting and teaching - 25 volunteers, 36 hours; Special Events: 0 volunteer, 0 hour.

**Clinical Services:** In the Residential Unit, Clinical Services held five process groups with male youth (11 residents) and eight process groups with female youth (20 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 allowed the Clinical team to staff the residents' cases, provide consultation, and conduct crisis screens as needed (54 rounds).

**ETOT RESIDENTIAL TREATMENT CENTER**

**Letot Capital Board Initiatives:** The Letot Foundation is currently looking at ideas to raise money for the Library.

**Residential Services:**

Drug Education: Provided by the Dallas County Juvenile Department's Substance Abuse Unit.

<b>Letot RTC</b>			
<b>Residential Treatment</b>	Feb	Mar	YTD
Admissions	4	1	7
Releases	5	0	6
ADP	16	15	15
ALOS	126.7	N/A	126.7
Total Youth Served	19	15	21

Social Skills: Teaching anger management, problem solving, moral decision making, positive peer interaction, team work, and leadership through groups, team-building exercises, sports, and assignments.



**Volunteer Groups:**

Big Thought: Residents were able to participate in photography class learning the art of taking photos and how to use a camera. Residents also participated in pottery/art class making bowls, plates, figurines and ornaments to give to their families.

Epic Yoga: Residents participating in yoga once a week to engage in the physical, mental, and spiritual practice of relaxing.

**Enrichment Programs:**

Culinary Arts Program: opportunity to earn "ServSafe Food Handlers" certificate, possible internship at Café Momentum upon release. Three residents earned their "ServSafe Food Handlers" certification.

Phase 3 Residents were able to participate in a Café Momentum event off-campus at the Farmers Market; 3 residents participated.

Phase 3 culinary participants prepared refreshments for the Letot Capital Foundation Board meeting. One resident is currently working at Sonic restaurant.

***Field Trips:*** *Spring Break Field Trips Week of March 14-18.*

Studio Movie Grill - Lunch and movie.

Dallas Arboretum – Residents enjoyed a day at the Arboretum and picnic lunch.

Dallas World Aquarium - Residents enjoyed a day at the Aquarium and lunch at El Fenix Restaurant.

USA Bowling - Bowling and then lunch at CiCi's Pizza.

***Medical Services:*** Residential: Health Screens – 0, Call Backs – 0, Doctor's visits – 7.

***Volunteer Services:*** Faith-Based Volunteers: worship and religious study - 0 volunteer, 0 hour; Life Skills Volunteers: visiting and teaching - 3 volunteers, 5 hours; Special Events: 0 volunteers, 0 hours.

Yoga group: All residents participated in weekly yoga groups. These groups were conducted by our volunteer yoga instructor, Ms. Laura Fonville. As the girls participate in yoga, they will learn grounding techniques helping them re-connect with their bodies and feel a sense of safety and self-efficacy.

***Clinical Services:***

All residents received weekly individual therapy (total of 82.75 hours in the month of March). The girls also received daily group therapy (art therapy, coping skills, girl empowerment, and My Life My Choice). Art is a therapeutic modality encouraging expression through the use of art materials. Clinicians conducted ten art groups this month. Coping skills group, which is rooted in Dialectical Behavior Therapy (DBT), teaches the girls to manage difficult thoughts and emotions. Eight coping skills groups were provided. The girl empowerment group enables the girls to increase their self-protective skills by discussing healthy and unhealthy relationships and power dynamics. Six girl empowerment groups were conducted. The girls also participated in My Life My Choice groups, focused on education and prevention of sexual exploitation.

Family therapy was also provided to 11 residents (18.75 client-contact hours). The clinical team also provided crisis intervention (46.75 client-contact hours) and clinical rounds (187.75 client contact hours). Clinical rounds consist of each clinical team member engaging with the youth, checking in, and providing support throughout the day.





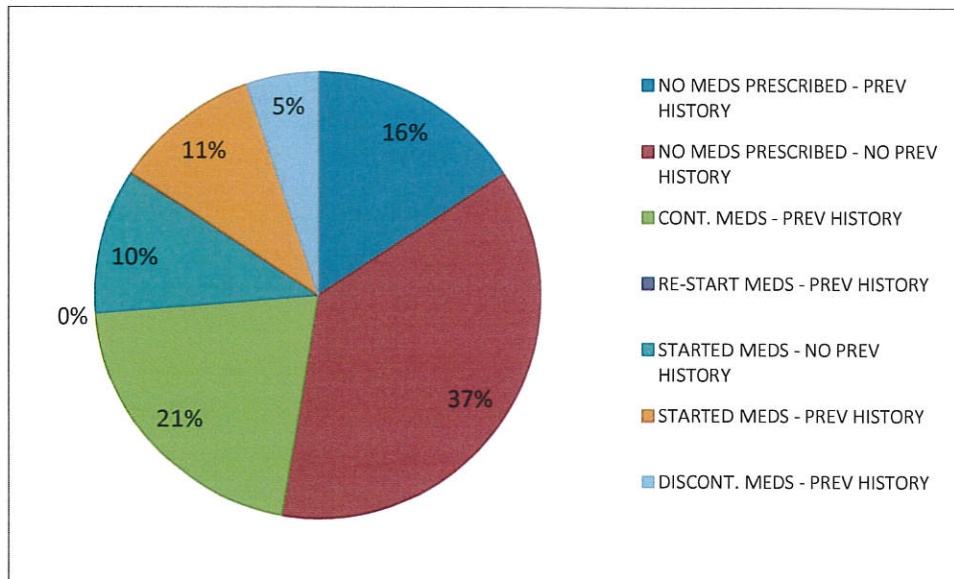
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**PSYCHIATRIC CONSULTS COMPLETED - 2016**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	YTD
1. Total Reports Requested	88	155	111										354
2. Total Consultations ( <i>actual reports received</i> )	56	61	42										159
A. Initial Consultations	28	32	19										79
B. Follow-Up Consultations	28	29	23										80
3. Total Number of Youth Receiving Consultations	55	60	42										157

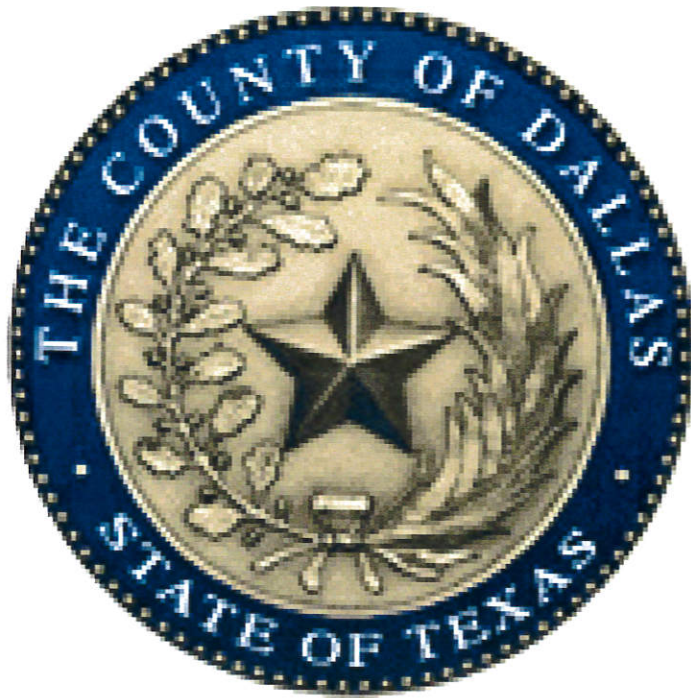
**INITIAL CONSULTATIONS - PSYCHIATRIC MEDICATION RESULTS - 2016**

TOTALS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
1. No Medication Prescribed	17	19	10										46
2. Medication Discontinued	1	1	1										3
3. Continued on Medication	6	8	4										18
4. Started on Medication	4	4	4										12



NO MEDS PRESCRIBED - PREV HISTORY -	3
NO MEDS PRESCRIBED - NO PREV HISTORY -	7
CONT. MEDS - PREV HISTORY -	4
RE-START MEDS - PREV HISTORY -	0
STARTED MEDS - NO PREV HISTORY -	2
STARTED MEDS - PREV HISTORY -	2
DISCONT. MEDS - PREV HISTORY -	1





**DISCUSSION**

**ITEM**

**B.**

## Dr. Jerome McNeil Jr. Detention Center START 1st Quarter Report 2016

The Dr. Jerome McNeil, Jr. Detention Center is registered by the Texas Juvenile Justice Department and has the capacity to house 322 youth. 1st quarter statistics for the facility are:

<b>Incident Description (Performance Measures)</b>	<b>Jan.</b>	<b>Feb.</b>	<b>Mar.</b>	<b>Quarter Total</b>
Physical Restraints	7	2	4	<b>13</b>
Mechanical Restraints	0	0	1	<b>1</b>
Escape - Serious Incident	0	0	0	<b>0</b>
Attempted Escape - Serious Incident	0	0	0	<b>0</b>
Suicide Gesture - Serious Incident	0	0	0	<b>0</b>
Attempted Suicide - Serious Incident	0	0	0	<b>0</b>
Reportable Injury - Serious Incident	0	1	0	<b>1</b>
Staff Injuries	0	0	0	<b>0</b>
Youth on Youth Physical Assault - Serious Incident	0	0	0	<b>0</b>
Youth on Youth Sexual Conduct	0	0	0	<b>0</b>

### **Account of Reportable Injuries:**

**(2-25-2016)** - Resident J.T. was transported to Children's Hospital, via staff, due to him running into the gym wall, resulting in a chipped tooth and lip laceration requiring stitches.

## Dr. Jerome McNeil Jr. Detention Center

### 1st RDT Quarter Report 2016

The Dr. Jerome McNeil, Jr. Detention Center is registered by the Texas Juvenile Justice Department and has the capacity to house 322 youth. 1st quarter statistics for the facility are:

<b>Incident Description (Performance Measures)</b>	<b>Jan.</b>	<b>Feb.</b>	<b>Mar.</b>	<b>Quarter Total</b>
Physical Restraints	4	6	2	<b>12</b>
Mechanical Restraints	1	0	0	<b>1</b>
Escape - Serious Incident	0	0	0	<b>0</b>
Attempted Escape - Serious Incident	0	0	0	<b>0</b>
Suicide Gesture - Serious Incident	0	0	0	<b>0</b>
Attempted Suicide - Serious Incident	2	0	0	<b>2</b>
Reportable Injury - Serious Incident	0	0	0	<b>0</b>
Staff Injuries	0	0	0	<b>0</b>
Youth on Youth Physical Assault - Serious Incident	0	0	0	<b>0</b>
Youth on Youth Sexual Conduct	0	0	0	<b>0</b>

#### **Account of Reportable Injuries:**

Jan. 2016:

(1-25-16) Resident B.G. tied a pillow case around her neck. There was no injury to the youth.

(1-30-16) Resident B.G. tied a shirt around her neck. There was no injury to the youth.

Feb. 2016: None

Mar. 2016: None

# Dr. Jerome McNeil Jr. Detention Center

## 1st Quarter Report 2016

The Dr. Jerome McNeil, Jr. Detention Center is registered by the Texas Juvenile Justice Department and has the capacity to house 322 youth. 1st quarter statistics for the facility are:

<b>Incident Description (Performance Measures)</b>	<b>Jan.</b>	<b>Feb.</b>	<b>Mar.</b>	<b>Quarter Total</b>
Physical Restraints	51	22	7	<b>80</b>
Mechanical Restraints	24	11	4	<b>39</b>
Escape - Serious Incident	0	0	0	<b>0</b>
Attempted Escape - Serious Incident	0	0	1	<b>1</b>
Suicide Gesture - Serious Incident	0	0	0	<b>0</b>
Attempted Suicide - Serious Incident	1	1	1	<b>3</b>
Reportable Injury - Serious Incident	3	0	0	<b>3</b>
Staff Injuries	2	4	4	<b>10</b>
Youth on Youth Physical Assault - Serious Incident	0	0	0	<b>0</b>
Youth on Youth Sexual Conduct	0	0	0	<b>0</b>

### **Account of Reportable Injuries:**

1-4-2016 Resident S.J. was transported to Parkland Hospital for X-Rays due to a possible broken right ankle. JSO J.M. lost his footing in an attempt to place resident in a PRT, and landed on the resident's right ankle.

1-20-2016 Resident E.Z. was transported to Children's Medical Center because he felt lethargic, and needed assistance walking. Prior to entering Detention he had taken 4-handle bars, and smoked three blunts; Dr. S. Jackson recommended the resident be transported to the hospital.

01-31-2016 Resident A.R. was transported to Children's Medical Center due to resident's lack of response to clinic staff's questions. The resident had been moving erratically, stating he was dizzy and couldn't see.

### **Suicidal attempts Incident:**

1-18-2016 Resident K. J. had a torn piece of fabric around her neck. The resident was placed on Paper Gown and W-1 status per Psychology. No additional Medical treatment required.

2-23-2016 Resident Escobedo was seen with a pillowcase wrapped around his neck. The resident was placed on Paper Gown and W-1 status per Psychology. No additional Medical treatment required.

3-27-2016 Resident B.G. tied a shirt around her neck. The resident was placed on Paper Gown and W-1 status per Psychology. No additional Medical treatment required.

## Marzelle C. Hill Transition Center

### 1st Quarter Report 2016

The Marzelle C. Hill Transition Center is registered by the Texas Juvenile Justice Department and has the capacity to house 48 youth. 1st quarter statistics for the facility are:

<b>Incident Description (Performance Measures)</b>	<b>Jan.</b>	<b>Feb.</b>	<b>Mar.</b>	<b>Quarter Total</b>
Physical Restraints	6	8	10	<b>24</b>
Mechanical Restraints	1	0	2	<b>3</b>
Escape - Serious Incident	0	0	0	<b>0</b>
Attempted Escape - Serious Incident	0	0	0	<b>0</b>
Suicide Gesture - Serious Incident	0	0	0	<b>0</b>
Reportable Injury - Serious Incident	1	1	0	<b>2</b>
Youth on Youth Physical Assault - Serious Incident	0	2	2	<b>4</b>
Attempted Suicide - Serious Incident	0	0	0	<b>0</b>
Staff Injuries	0	0	0	<b>0</b>
Youth on Youth Sexual Conduct	0	0	0	<b>0</b>

#### **Account of Reportable Injuries:**

##### **Jan. 2016:**

1. 1/17/16-Resident B.M. transported to Parkland due to eye injury as a result from a restraint.

##### **Feb. 2016:**

1. 2/1/16- Resident N.N. was transported to Parkland due to eye injury after being assaulted by peer.

##### **Mar. 2016:**

None



## Lyle B. Medlock 1st Quarter Report 2016

Lyle B. Medlock Treatment Facility is registered by the Texas Juvenile Justice Department and has the capacity to house 96 youth. 1st quarter statistics for the facility are:

<b>Incident Description (Performance Measures)</b>	<b>Jan.</b>	<b>Feb.</b>	<b>Mar.</b>	<b>Quarter Total</b>
Physical Restraints	6	7	5	<b>18</b>
Mechanical Restraints	0	0	0	<b>0</b>
Escape - Serious Incident	0	0	0	<b>0</b>
Attempted Escape - Serious Incident	0	0	0	<b>0</b>
Suicide Gesture - Serious Incident	0	0	0	<b>0</b>
Reportable Injury - Serious Incident	0	0	0	<b>0</b>
Youth on Youth Physical Assault - Serious Incident	0	0	0	<b>0</b>
Attempted Suicide - Serious Incident	0	0	0	<b>0</b>
Staff Injuries	0	1	0	<b>1</b>
Youth on Youth Sexual Conduct (Non- Contact)	0	0	1	<b>1</b>

### **Account of Reportable Injuries:**

2-14-2016 JSO Reynolds hurt his knee during a physical restraint.

3-9-2016 Resident T. W. pulled downed his pants and briefly showed his penis to Resident D.H. There was no physical touching involved in this incident. This incident was reported to TJJD.

## Dallas County Youth Village 1st Quarter Report 2016

The Dallas County Youth Village is registered by the Texas Juvenile Justice Department and has the capacity to house 72 youth. 1st quarter statistics for the facility are:

<b>Incident Description (Performance Measures)</b>	<b>Jan.</b>	<b>Feb.</b>	<b>Mar.</b>	<b>Quarter Total</b>
Physical Restraints	11	10	4	<b>25</b>
Mechanical Restraints	0	0	0	<b>0</b>
Runaway - Serious Incident	0	0	3	<b>3</b>
Attempted Escape - Serious Incident	0	0	0	<b>0</b>
Suicide gesture - Serious Incident	0	0	0	<b>0</b>
Reportable Injury - Serious Incident	0	0	0	<b>0</b>
Youth on Youth Physical Assault - Serious Incident	0	0	0	<b>0</b>
Youth on Youth Sexual Assault - Serious Incident	0	0	0	<b>0</b>
Attempted Suicide - Serious Incident	0	0	0	<b>0</b>
Staff Injuries Requiring Medical Treatment	0	0	0	<b>0</b>

**Account of Reportable Injuries:** None

**Runaway:** 3/2/16 Youth G.A. absconded from the facility and as of 3/5/16 still at large; youth is still on warrant status. 3/5/16 youth J. P. and J. S. absconded from the facility. After the warrants were executed, former residents J.P. & J.S. were arrested and returned to the Juvenile Department.

**Staff Injuries:** None

**Suicide Gesture:** None

## Letot Center 1st Quarter Report 2016

The Letot Center is registered by the Texas Juvenile Justice Department and has the capacity to house 40 residents. (Orientation and Residential programs). 1st quarter's statistics for the facility are:

<b>Incident Description (Performance Measures)</b>	<b>Jan.</b>	<b>Feb.</b>	<b>Mar.</b>	<b>Quarter Total</b>
Physical Restraints	4	0	2	6
Chemical Restraints	0	0	0	0
Mechanical Restraints	0	0	0	0
Escape - Serious Incident	0	0	0	0
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	0	0	0	0
Youth Sexual Conduct - Serious Incident	0	0	0	0
Resident Injuries Requiring Medical Treatment	0	0	0	0
Staff Injuries Requiring Medical Treatment	0	0	0	0

### **Account of Resident Injuries:**

Jan. 2016: None

Feb. 2016: None

Mar. 2016: None

## Letot Residential Treatment Center 1st Quarter Report 2016

The Letot Residential Treatment Center is registered by the Texas Juvenile Justice Department and has the capacity to house 96 residents. 1st quarter statistics for the facility are:

<b>Incident Description (Performance Measures)</b>	<b>Jan.</b>	<b>Feb.</b>	<b>Mar.</b>	<b>Quarter Total</b>
Physical Restraints	3	9	23	35
Chemical Restraints	0	0	0	0
Mechanical Restraints	0	0	0	0
Runaway - Serious Incident	0	0	0	0
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	0	0	0	0
Youth Sexual Conduct - Serious Incident	0	0	0	0
Resident Injuries Requiring Medical Treatment	0	0	0	0
Staff Injuries Requiring Medical Treatment	0	0	0	0

### **Account of Resident Injuries:**

Jan. 2016: None

Feb. 2016: None

Mar. 2016: None

## **Dallas County Juvenile Justice Alternative Education Program 1st Quarter Report 2016**

The Dallas Juvenile Justice Alternative Program statistics are as follows:

Incident Description (Performance Measures)	JAN.	FEB.	MAR.	Quarter Total
Physical Restraints	0	8	6	14
Reportable Injury- Serious Incident	0	1	0	0
Youth on Youth Physical Assault- Serious Incident	0	0	0	0
Youth on Youth Sexual Assault- Serious Incident	0	0	0	0
Suicide gesture	0	0	0	0
Staff Injuries Requiring Medical Treatment				

### **Account of Reportable Injuries:**

02/19/2016 student A. B. was transported to the hospital by ambulance for suspected drug overdose.

**Staff Injuries: N/A**

**Suicide Gesture: N/A**





# DISCUSSION ITEM C.

## JJAEP Campus

### MARCH MONTHLY REPORT

#### **QUOTE OF THE MONTH**

"If we did the things we are capable of, we would astound ourselves."

*Thomas Edison*

#### **INSTRUCTION AT A GLANCE**

Total Enrollment: 90 students

The week of March 7<sup>th</sup>, eligible ESL students took the TELPAS reading test. Assigned teachers rated and collaborated on the writing samples submitted by the students as well as ranking their listening and speaking skills.

Students and faculty members were off the week of March 14<sup>th</sup> for Spring Break.

The week of March 28<sup>th</sup>, eligible students participated in the appropriate assigned STAAR tests. Seventh grade students were tested on writing, eighth grade students were tested on reading and math, and high school students were administered End of Course (EOC) tests for English 1 and English 2 subjects. This involved nearly 75% of our students enrolled. When students were not testing, instruction continued as normal. Our students worked hard during testing, and from all appearances took the test very seriously.

Several of our students participated in and completed an 8-week course sponsored by Succeeding At Work. Each Monday for the last eight weeks, students were taught work ethics, effective communication skills, resume' writing, interviewing techniques, and customer service skills. This was an effort organized by our case managers and the facilitators from the Teens at Work Training Program which collaborates with the Succeeding At Work Program. It is hoped that several of our students will go on to complete the community service requirement and acquire a job as a result of the mentorship from the facilitator.

#### **Professional Development**

On March 23<sup>rd</sup>, faculty and staff were trained for the March STAAR testing procedures.

### **Director's Report Juvenile Justice Alternative Education Program – March 2016**

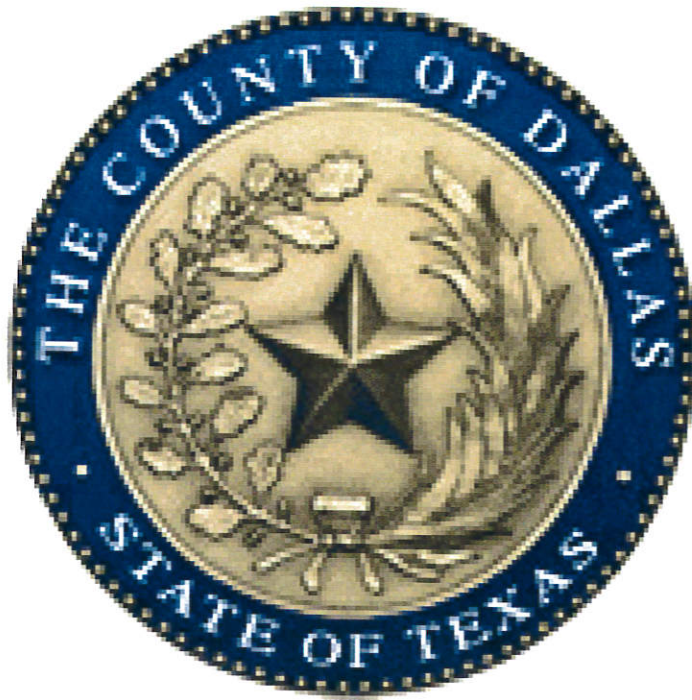
TELPAS Testing was completed and the first round of state-mandated testing as well.

Education Services would like to spotlight and thank Ms. Jennifer Paige for her hard work and diligence during the first round of state-mandated testing. She coordinated with each of the 14 districts that JJAEP serves to ensure each student tested had the appropriate testing materials from their home district. Thank you Ms. Jennifer Page!

Teaching staff enjoyed Spring Break during the week of March 14<sup>th</sup>.

District staff participated in 'giving back' to the North Texas Food Bank. Several staff members worked Wednesday, March 16 at the North Texas Food Bank where they sorted and moved approximately 10,000 lbs. of food.

JJAEP received a grant from Texas Juvenile Justice Department for youth who are at-risk of the Juvenile Justice System involvement. Youth will have opportunities to participate in various activities such as summer camp to advance their academic needs, improve their social skills and participate in a field trip each week. Total grant amount is \$9,802.00.



DISCUSSION

ITEM

D.



# ACTION ITEMS

V





**ACTION ITEM**

**E.**



**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:** April 25, 2016  
**To:** Dallas County Juvenile Board  
**From:** Dr. Terry S. Smith, Director  
**Subject:** Juvenile Processing Office – Farmers Branch and Addison Police Departments

**Background of the Issue:**

Amendments passed during the 77<sup>th</sup> Legislative Session assign 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 apprise the agency of their obligations and responsibilities when processing juveniles at the approved site.

**Impact on Operations and Maintenance:**

The Farmers Branch Police Department's Interview Rooms 156 and 204 located at 3723 Valley View Lane, Farmers Branch, TX 75244 were previously designated as approved Juvenile Processing Offices on July 28, 2014, by this Department and the Dallas County Juvenile Board.

In response to the Juvenile Department's commitment to review all previously approved Juvenile Processing Offices, the Farmers Branch Police Department's Interview Rooms 156 and 204 were personally inspected by Rudy Acosta, Deputy Director of Probation Services on March 22, 2016, and he determined this site is suitable as a Juvenile Processing Office. The designated rooms are clearly identified with affixed signage.

In addition, during the site visit specific training relating to the requirements of the Juvenile Processing Office utilization and operation was provided to the designated Agency representative, Sergeant Terry Eoff. The training provided the Agency representative with information from Title 3 of the Texas Family Code, § 52.025 and the Juvenile Justice and Delinquency 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.

In calendar year 2015, the Farmers Branch Police Department referred twenty five (25) youth to the Dallas County Juvenile Department. Of the 25 referrals, 16 (64.0%) were Hispanic, 5 (20.0%) were White and 4 (16.0%) were Black. Of the 25 referrals, 18 (72.0%) were male and 7 (28.0%) were female.

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

The Addison Police Department's Briefing Room located at 4799 Airport Parkway, Addison, TX 75001 was previously designated as approved Juvenile Processing Office on July 28, 2014, by this Department and the Dallas County Juvenile Board.

In response to the Juvenile Department's commitment to review all previously approved Juvenile Processing Offices, the Addison Police Department's Briefing Room was personally inspected by Rudy Acosta, Deputy Director of Probation Services on March 23, 2016, and he determined this site is suitable as a Juvenile Processing Office. The designated room is clearly identified with affixed signage.

In addition, during the site visit specific training relating to the requirements of the Juvenile Processing Office utilization and operation was provided to the designated Agency representative, Detention Supervisor, Michael Meharg. The training provided the Agency representative with information from Title 3 of the Texas Family Code, § 52.025 and the Juvenile Justice and Delinquency 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.

In calendar year 2015, the Addison Police Department referred ten (10) youth to the Dallas County Juvenile Department. Of the 10 referrals, 6 (60.0%) were Black, 2 (20.0%) were Hispanic and 2 (20.0%) were White. Of the 10 referrals, 8 (80.0%) were male and 2 (20.0%) were female.

**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:

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



- (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 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 Juvenile Processing Offices for the Farmers Branch Police Department by approving the Interview Rooms 156 and 204 located at 3723 Valley View Lane, Farmers Branch, TX 75244 as a Juvenile Processing Office.

In addition, the Juvenile Department recommends the Juvenile Board approve the Juvenile Processing Office for the Addison Police Department by approving the Briefing Room located at 4799 Airport Parkway, Addison, TX 75001 as a Juvenile Processing Office.

**Recommended by:**

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

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



**JUVENILE PROCESSING OFFICE DESIGNATIONS  
DALLAS COUNTY JUVENILE BOARD  
(Revised 9/25/16)**

- 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 Room / #1  
12500 Elam Road  
Balch Springs, TX 75180  
Sgt. Walts 972-557-6036 Cell 469-853-3958
- 3) Baylor Health Care Dept. of Public Safety  
Police Supervisors Room, Room 100.10-100.13  
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 Rooms 142-JPO1,  
143-JPO2, 112-JPO3  
2025 Jackson Road  
Carrollton, TX 75006  
Sgt. Joseph Nault 972-466-4786
- 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 ISD Police Department  
Cedar Hill High School-SRO Offices  
1 Longhorn Blvd.  
Cedar Hill, TX 75104  
Chief C.W. Buruss 972-291-1581
- 7) Cedar Hill Marshal's Office  
285 Uptown Boulevard, Room 7108  
Cedar Hill, TX 75014  
Marshall Leland Herron 972 291-1500 Ext.1048
- 8) Charlton Methodist Medical Center  
3500 W. Wheatland-Juvenile Processing Office  
Dallas, TX 75203  
Deputy Chief Howard Hollins 214-947-7711
- 9) City of Combine Municipal Court  
Combine Police Department  
Judge's Office, Chief's Office  
123 Davis Rd. Combine, TX 75159  
Chief of Police Jack Gilbert  
972-476-8790 (office) / 214-212-5103 (cell)
- 10) Cockrell Hill Police Department  
Juvenile Processing Office  
4125 W. Clarendon Drive  
Dallas, TX 75211  
Lt. Heraldo Hinojosa 214-939-4141
- 11) Coppell Police Department  
Room 125/ Juvenile Processing Room  
130 S. Town Center Blvd.  
Coppell, TX 75019  
Sgt. Bill Camp 972-304-3593
- 12) Dallas County Hospital District P.D.  
Police Roll Call Room  
5201 Harry Hines Blvd. Dallas, TX 75235  
Capt. Richard D. Roebuck Jr. 214-590-4330

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

- 13) Dallas County Juvenile Justice Department  
Detention Center and Probation Department  
Detention Center Room B109  
Henry Wade Juvenile Justice Department  
2600 Lone Star Drive  
Dallas, TX 75212      214-698-2200
- 14) Dallas County Juvenile Department  
Truancy and Class C Enforcement Center  
Interview Rooms 1-4 & Holding Rooms 1-3  
414 R.L. Thornton Freeway  
Dallas, TX 75203  
Marquita Fisher      214-860-4408
- 15) Dallas County Schools P.D.  
K9 in Central Control  
612 N. Zang Blvd.  
Dallas, TX 75208  
Lt. Justin Essary      214-944-4542
- 16) Dallas County Sheriff's Department  
Rooms C3-6 & C3-7  
Frank Crowley Courts Building  
133 North Riverfront Blvd.  
Dallas, TX 75202  
Detective Billy Fetter      214-653-3495
- 17) Dallas Independent School District P.D.  
Holding Rooms A&B, Report Room, Shift  
Briefing Room  
1402 Seegar Street Dallas, TX 75215  
Deputy Chief Gary Hodges (by  
Communications Manager Wilford Davis)  
214-932-5610 or 214-932-5613
- 18) Dallas P.D.-Youth Division and Family Crimes  
104 S. Lamar  
Duncanville, TX 75201  
214-671-3495  
Lt. Willemina Edwards/Detective R.P. Dukes
- 19) Desoto P.D.  
"Juvenile" Booking and Processing Office  
714 E. Beltline Rd.  
Desoto, TX 75115  
Det. W. Tillman      469-658-3028
- 20) DFW International Airport P.D.  
Public Safety Station 1, Conference Room 154  
Small & Large Conference Room-CID  
2900 East 28<sup>th</sup> Street  
Airport, TX 75261  
Sgt. Kara Cooper      972-973-3561
- 21) Duncanville Byrd Middle School  
Room # 200F  
1040 W. Wheatland Road  
Duncanville, TX 75116  
Inv. S. Ivy      972-708-3478
- 22) Duncanville High School  
Rooms L-105 and A118  
900 W. Camp Wisdom Rd.  
Duncanville, TX 75116  
Inv. John Cole      972-708-3713
- 23) Duncanville Kenner Middle School  
Room labeled as "Police, located in Library  
7101 W. Wheatland Road  
Dallas, TX 75229  
Inv. L. Holcomb      972-708-3713
- 24) Duncanville Police Department  
Juvenile Processing Room, located in Lobby  
203 E. Wheatland Road  
Duncanville, TX 75116  
Inv. Warren Evans      972-780-5037
- 25) Duncanville Reed Middle School  
Room # 509  
530 E. Freeman Road  
Duncanville, TX 75116  
Office R.L. Perry      972-708-3949

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

- 26) Eastfield Community College P.D.  
Room #N112-E  
3737 Motley Drive  
Mesquite, TX 75150  
Cpt. Michael Horak 972-860-8344
- 27) Eastfield Community College P.D.  
Pleasant Grove Campus  
Room #112-N  
802 S. Buckner Blvd.  
Dallas, TX 75217  
Cpt. Michael Horak 972-860-8344
- 28) Farmers Branch Police Department  
Juvenile Sect Rm. /Rm. 156  
Interview Room 204  
3723 Valley View Ln.  
Farmers Branch, TX 75244  
Sgt. T. Eoff 972-919-9352
- 29) Garland Police Department  
Room J1008 & J1015  
1900 W. State Street  
Garland, TX 75042  
Supervisor Don McDonald 972-485-4891
- 30) 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
- 31) Grand Prairie High School  
Room 501 A&B  
101 High School Drive  
Grand Prairie, TX 75050  
Edward Rahman, S.R. officer 972-809-5707
- 32) Grand Prairie ISD-S Grand Prairie High School  
A Hall-Resource Office-A121  
301 W. Warrior Trail Grand Prairie, TX 75052  
Off. Chris Moore, S.R. Off. 972-522-2560
- 33) Grand Prairie ISD – S Grand Prairie High School  
Ninth Grade Center, Room A110C  
305 W. Warrior Trail  
Grand Prairie, TX 750502  
Off. T.S. Steelman, S.R. Off. 972-343-7607
- 34) Grand Prairie Johnson D.A.E.P.  
Room 11  
650 Stonewall Drive  
Grand Prairie, TX 75052  
Officer Ray Star, S.R. Officer 972-262-7244
- 35) Grand Prairie P.D.  
Rooms J1, J2, J3, J4, J5, J6, 1008A, 1009, 1010  
& 1029  
1525 Arkansas Lane  
Grand Prairie, TX 750502  
Officer Teresa Coomes 972-237-8746
- 36) Grand Prairie Young Men's Leadership  
Academy at Kennedy Middle School  
School Resource Office-A216A  
2205SE 4<sup>th</sup> Street  
Leon Roddy, S. R. Officer 972-237-8764
- 37) 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
- 38) Hutchins Police Department  
"Patrol Room"  
205 W. Hickman  
Hutchins, TX 75141  
Asst. Chief D.W. Landers 972-225-2225

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*To assist referred youth in becoming productive,  
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- 39) Irving Police Department  
 Juvenile Holding Area, Interview Lineup  
 Report Writing Room, Report Writing Room,  
 Community services Division School Resource  
 Office, Juvenile Intake Lobby & Youth  
 Investigators Office  
 305 N. O'Connor Rd. Irving, TX 75061  
 Lt. Monty Vincent 972-721-2456  
 Lt. Byron Keyes 972-721-3610  
 Invest. Jerry Sanderford 972-721-3731
- 40) Irving Police Department  
 Report Writing Room  
 5992 Riverside Dr.  
 Irving, TX 75039  
 Lt. Monty Vincent 972-721-2456
- 41) Lancaster ISD P.D.  
 Elsie Robinson Middle School  
 Juvenile Processing Room LISD Police #86  
 822 W. Pleasant Run  
 Office Keith Wilkerson 972-218-3086
- 42) Lancaster ISD P.D.-Headquarters  
 Juvenile Processing Room 603  
 814 W. Pleasant Run Road  
 Lancaster, TX 75134  
 Chief Sam Allen 469-261-8889
- 43) Lancaster ISD P.D.-Lancaster High School  
 'Juvenile Processing Office'  
 Room G123, Police Office, Room C126A  
 200 Wintergreen Rd.  
 Lancaster, TX 75134  
 Chief Sam Allen 469-261-8889
- 44) Lancaster P.D.  
 Rooms A148 & B122  
 1650 North Dallas Avenue  
 Lancaster, TX 75134  
 Assistant Chief W.C. Smith 972-218-2726
- 45) Methodist Health System P.D.  
 Front Lobby  
 1441 N. Beckley Ave  
 Dallas, TX 75203  
 Lt. Steven Turner 214-947-8813
- 46) Mesquite Police Department  
 Rooms 1016, 1019, 1021, 1022, 2008, 4045 &  
 4047  
 777 North Galloway Avenue  
 Mesquite, TX 75149  
 Lt. Mitch Kovalcik 972-216-6796
- 47) Ranch View High School  
 "Juvenile Processing Office" room C1314  
 8401 Valley Ranch Parkway East  
 Irving, Texas 75063  
 Michael Huffman 972-968-5025
- 48) Richardson P.D.  
 Youth Crimes Unit/Interview Room, RM. D-214  
 140 North Greenville Avenue  
 Richardson, TX 75081  
 Sgt. Jaime Gerhart 972-744-4862
- 49) Richland College P.D.  
 Pecos Hall-Rooms P161, P163, P170, P172 &  
 Kiowa Hall-Room K110  
 12800 Abrams Road  
 Richardson, TX 75243  
 Lt. Sena 972-761-6758
- 50) Rowlett Police Department  
 Room 3, Juvenile Processing Room  
 4401 Rowlett Road  
 Rowlett, TX 75088  
 Lt. David Nabors 972-412-6215  
 Detective David Mayne 972-412-6292

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*To assist referred youth in becoming productive,  
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- 51) Sachse Police Department  
Juvenile Division & Youth Holding Area  
Rooms PS116 and PS118  
3815 Sachse Rd.  
Sachse, TX 75048  
Lt. Steve Norris 469-429-9823
- 52) Seagoville Police Department  
Law Enforcement Center -  
Interview Room and Patrol Room  
600 North Highway 175  
Seagoville, TX 75159  
Manager Christine Dykes 972-287-6834
- 53) Southern Methodist University Police Dept.  
Briefing Room 214  
3128 Dyer Street Dallas, TX 75205  
Lt. Brian Kelly 214-768-1577
- 54) University Park P.D.  
Room 215, 2<sup>nd</sup> Floor  
3800 University Boulevard  
Dallas, TX 75205  
Lieutenant John Ball 214-987-5360
- 55) UT Southwestern Medical Center Police Dept.  
Room BLC 206, BLC 214 & BLC 228  
6303 Forest Park Road  
Dallas, TX 75390-9027  
Lt. Jason Bailey 214-648-8311
- 56) 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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*To assist referred youth in becoming productive,  
law abiding citizens, while promoting public safety and victim restoration.*

## JUVENILE BOARD ORDER

ORDER NO: 2016-XXX

DATE: April 25, 2016

STATE OF TEXAS §

COUNTY OF DALLAS §

**BE IT REMEMBERED** at a regular meeting of the Juvenile Board of Dallas County, Texas, held on the 25th day of April, 2016, in accordance with the Texas Open Meetings Act, with a quorum of the members 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 Juvenile Board of Dallas County previously approved Juvenile Processing sites; and

**WHEREAS,** the Juvenile Board of Dallas County previously approved the Farmers Branch Police Department's Interview Rooms 156 and 204 located at 3723 Valley View Lane, Farmers Branch, TX 75244 as designated Juvenile Processing Offices on July 28, 2014; and

**WHEREAS,** in response to the Juvenile Department's commitment to review all previously approved Juvenile Processing Offices bi-annually and during any changes to the previously approved offices, the Farmers Branch Police Department Juvenile Processing Office location was personally inspected by Rudy Acosta, Deputy Director of Probation Services on March 22, 2016; and

**WHEREAS,** during the visit, it was determined by Rudy Acosta that this site is suitable as a Juvenile Processing Office; and

**WHEREAS,** the Juvenile Processing Office at the Farmers Branch Police Department location complies with the Dallas County Strategic Plan: Vision 3 - Dallas County is *safe, secure, and prepared*; and

**WHEREAS,** specific training, under the guidelines of Title 3 of the Texas Family Code, § 52.025 and the Juvenile Justice and Delinquency Prevention Act relating to the requirements of the Juvenile Processing Office utilization and operation was provided; the training also outlined the specifics associated with the handling of juveniles in the Juvenile Processing Office.

**WHEREAS,** the Juvenile Department is requesting the Juvenile Board approve the Juvenile Processing Offices for the Farmers Branch Police Department by approving Interview Rooms 156 and 204 located at 3723 Valley View Lane, Farmers Branch, TX 75244 as a Juvenile Processing Offices; and

**IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED** that the Juvenile Board approve the Farmers Branch Police Department's Interview Rooms 156 and 204 located at 3723 Valley View Lane, Farmers Branch, TX 75244 as Juvenile Processing Offices.

**DONE IN OPEN BOARD MEETING** this 25th day of April, 2016.

The foregoing 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

\_\_\_\_\_  
Judge Cheryl Lee Shannon, Chairman  
Dallas County Juvenile Board

## JUVENILE BOARD ORDER

ORDER NO: 2016-XXX

DATE: April 25, 2016

STATE OF TEXAS §

COUNTY OF DALLAS §

**BE IT REMEMBERED** at a regular meeting of the Juvenile Board of Dallas County, Texas, held on the 25th day of April, 2016, in accordance with the Texas Open Meetings Act, with a quorum of the members 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 Juvenile Board of Dallas County previously approved Juvenile Processing sites; and
- WHEREAS,** the Juvenile Board of Dallas County previously approved the Addison Police Department's Briefing Room located at 4799 Airport Parkway, Addison, TX 75001, as a designated Juvenile Processing Office on July 28, 2014; and
- WHEREAS,** in response to the Juvenile Department's commitment to review all previously approved Juvenile Processing Offices bi-annually and during any changes to the previously approved offices, the Addison Police Department's Juvenile Processing Office location was personally inspected by Rudy Acosta, Deputy Director of Probation Services on March 23, 2016; and
- WHEREAS,** during the visit, it was determined by Rudy Acosta that this site is suitable as a Juvenile Processing Office; and
- WHEREAS,** the Juvenile Processing Office at the Addison Police Department location complies with the Dallas County Strategic Plan: Vision 3 - Dallas County is *safe, secure, and prepared*; and
- WHEREAS,** specific training, under the guidelines of Title 3 of the Texas Family Code, § 52.025 and the Juvenile Justice and Delinquency Prevention Act relating to the requirements of the Juvenile Processing Office utilization and operation was provided; the training also outlined the specifics associated with the handling of juveniles in the Juvenile Processing Office.



**WHEREAS,** the Juvenile Department is requesting the Juvenile Board approve the Juvenile Processing Office for the Addison Police Department by approving the Briefing Room located at 4799 Airport Parkway, Addison, TX 75001 as a Juvenile Processing Office; and

**IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED** that the Juvenile Board approve the Addison Police Department 's Briefing Room located at 4799 Airport Parkway, Addison, TX 75001 as a Juvenile Processing Office.

**DONE IN OPEN BOARD MEETING** this 25<sup>th</sup> day of April, 2016.

The foregoing 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

\_\_\_\_\_  
Judge Cheryl Lee Shannon, Chairman  
Dallas County Juvenile Board



# 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:** April 25, 2016  
**To:** Dallas County Juvenile Board  
**From:** Dr. Terry S. Smith, Director  
**Subject:** TechShare.Juvenile CaseManagement System-Basic 2013 Resource Sharing Addendum # 5

**Background of Issue:**

On June 24, 2013, the TechShare Resource Sharing Addendum was approved by the Juvenile Board (Court Order #2013-058). Subsequently, on March 24, 2014 the Resource Sharing Amendment #1 was approved by the Juvenile Board (Court Order #2014-037). The Addendum was in effect through August 31, 2015. The Work Plan (Amendment 2) was approved by the Juvenile Board on November 24, 2014 (Court Order #2014-149) which replaced the previous 2014 Work, Budget and Cost Allocation plan. Most recently, Amendment #3 was approved by the Juvenile Board (Court Order #2015-119), which extends the term through December 31, 2015. The parties now desire to extend the term of the TechShare.Juvenile Resource Sharing Addendum through June 30, 2016; adopt a work plan and budget for 2016; and offer new Participants an option to share TechShare.Juvenile with extended capital cost payment terms. On November 23, 2015, Amendment #4 (Court Order 2015-135) was approved by the Juvenile Board for the purposes of the term extension (through June 30, 2016) and the payment obligations in the new Attachment C.

The purpose of this briefing is to request approval for the TechShare.Juvenile Resource Sharing Amendment # 5. Specifically, attached is Attachment C to the TechShare.Juvenile CaseManagement System-Basic 2013 Resource Sharing Addendum # 5 which includes the 2016 budget and payment schedule. Please keep in mind that Attachment C and the budget and payment schedule through the rest of 2016 was approved by all participants with Amendment #4 in late 2015. The current Amendment #5 now before the participants makes no changes to Attachment C. **Instead, Amendment #5 merely extends the term of the TechShare.Juvenile CaseManagement System-Basic 2013 Resource Sharing Addendum No. 5 from June 30, 2016, to December 31, 2016.**

**Impact on Operations and Maintenance:**

There is no additional impact on operations and maintenance.

**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 2013 Resource Sharing Addendum Amendment #5 has been reviewed by Ms. Denika Caruthers-Dallas County Juvenile Department Legal Advisor and approved as to form. Ms. Shirley Gardner-Sr. IT Project Manager confirmed Assistant DA Chong Choe has also approved Amendment #. 5 as to form.

**Financial Impact/Considerations:**

The Dallas County IT Department is the party responsible for these payments, however; there are no additional financial implications associated with TechShare.Juvenile CaseManagement System-Basic 2013 Resource Sharing Addendum #. 5.

**Performance Impact Measures:**

There will be increased visibility to juvenile data through all of the TechShare.Juvenile and JCMS.Basic partners allowing Dallas County to make informed decisions regarding programs and services offered to youth.

**Project Schedule/Implementation:**

The project is ongoing. This agreement will be in effect through December 31, 2016.

**Recommendation:**

It is recommended the Juvenile Board approve the TechShare.Juvenile 2013 Resource Sharing Amendment # 5 which makes no changes to Attachment C. Instead, Amendment # 5 merely extends the term of the TechShare.Juvenile CaseManagement System-Basic 2013 Resource Sharing Addendum # 5 from June 30, 2016 to December 31, 2016.

**Recommended by:**



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



Texas Conference of Urban Counties  
TechShare Program  
TechShare.Juvenile and Juvenile Case Management System-Basic  
2013 Resource Sharing Addendum  
Amendment No. 5

1. Each of the undersigned counties and the Texas Juvenile Justice Department ("TJJD") is a signatory to the Interlocal Agreement For Participation In The Texas Conference of Urban Counties TechShare Program ("ILA").
2. Pursuant to the ILA, the undersigned counties, the TJJD, and the Texas Conference of Urban Counties ("Urban Counties") entered into the TechShare.Juvenile and Juvenile Case Management System – Basic 2013 Resource Sharing Addendum (the "Addendum") with a term of January 1, 2013 through August 31, 2015.
3. Because the Work Plan, Budget, and Cost Allocation (Attachment C of the Addendum) is an annual document for each calendar year, the Addendum was amended in 2014 and again in 2015 to adopt the Work Plan, Budget, and Cost Allocation for those years (Amendments Nos. 1 and 2, respectively). The parties also amended the Addendum to extend the term through December 31, 2015 (Amendment No. 3).
4. The parties subsequently extended the term of the Addendum through June 2016 and adopted a work plan and budget for all of calendar year 2016 (Amendment No. 4).
5. The parties now desire to extend the term of the Addendum through December 31, 2016.
6. The term of the Addendum is extended through December 31, 2016.
7. Attachment C, the 2016 Work Plan, Budget, and Cost Allocation as revised via Amendment No. 4 remains in full force and effect.
8. Although the Addendum currently runs through June 30, 2016, this Amendment No. 5 is effective June 1, 2016 in order to effectuate the payments due from the Participants in June 2016.
9. Except as expressly modified in this Amendment No. 5, all terms of the Addendum, as previously amended, remain in effect.

[Signature Pages to Follow]





TechShare.Juvenile and JCMS.Basic Resource Sharing Addendum  
Amendment No. 5  
20160601

**COUNTY OF COLLIN**

**ATTEST:**

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

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

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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



TechShare.Juvenile and JCMS.Basic Resource Sharing Addendum  
Amendment No. 5  
20160601

**DALLAS COUNTY:**

**RECOMMENDED BY:**

\_\_\_\_\_  
**Clay Lewis Jenkins**  
**Dallas County Judge**

\_\_\_\_\_  
**Stanley Victrum**  
**CIO**

**APPROVED AS TO FORM\*:**

**DALLAS COUNTY**  
**SUSAN HAWK**  
**DISTRICT ATTORNEY**

**RUSSELL RODEN**  
**CHIEF, CIVIL DIVISION**

By: \_\_\_\_\_  
\_\_\_\_\_  
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 LEASE, 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).**



**COUNTY OF DENTON**

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

Title: \_\_\_\_\_

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

**ATTEST:**

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

Title: \_\_\_\_\_



**COUNTY OF TARRANT**

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

Title: \_\_\_\_\_

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

**ATTEST:**

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

Title: \_\_\_\_\_



**TEXAS JUVENILE JUSTICE DEPARTMENT**

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

Title: \_\_\_\_\_

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





**TEXAS CONFERENCE OF URBAN COUNTIES, INC.**

BY: \_\_\_\_\_

Title: Executive Director

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



## SCHEDULE C

### JANUARY – JUNE 2016 WORK PLAN, BUDGET, AND COST ALLOCATION TECHSHARE.JUVENILE AND JUVENILE CASE MANAGEMENT SYSTEM - BASIC RESOURCE SHARING ADDENDUM

#### Work Plan

##### Priorities

The tasks and activities to be completed under this agreement are prioritized as follows:

1. Operation – ensuring the continued availability and reliability of TechShare.Juvenile and JCMS.Basic for the Participants based on the approved [System Support Plan](#) related to environment evergreen, defect management and requests received for data within the system.
2. Maintenance – applying maintenance as required by statute or rule and/or to keep the system features and functions evergreen by continual enhancement as defined within the [Product Backlog](#).
3. Marketing and Implementation Planning of TechShare.Juvenile – marketing and product demonstrations to counties and states, preparation of budget proposals and implementation planning for potential new participants.

TechShare.Juvenile will be upgraded to the latest version of .NET from Microsoft as new versions become generally available. TechShare.Juvenile is operating on .NET Version 4.0 as of the beginning of the period for this Addendum.

TechShare.Juvenile and JCMS.Basic will be modified to incorporate legislatively mandated requirements that can be completed within the approved budget. Systems releases, versions or builds to provide for the application of legislatively mandated changes and prioritized feature enhancements to the operating environments for TechShare.Juvenile and JCMS.Basic will be deployed and implemented.

##### Deliverables

###### 1. Change Requests

Each Change Request will describe how the specific changes to the software are necessary to meet the operational requirements of the requesting entity. The Change Requests will be reviewed, approved, and prioritized by the Stakeholder Committee as they are scheduled for development.

###### 2. Sprint Plans

For each two-week development cycle (Sprint), a Sprint Plan will be documented to communicate which defect corrections and change orders are included in the development cycle.

###### 3. Release Notes

For each deployment to production, Release Notes will be provided describing the changes to the software.

##### Schedule

- |  |              |
|--|--------------|
| 1. Operation:  | Ongoing      |
| 2. Maintenance:                                      | Ongoing      |
| 3. Implementation of TechShare.Juvenile in counties: | As scheduled |

## Capital Costs and Allocation

The total Capital Cost of TechShare.Juvenile as of October 1, 2015 is \$11,247,004.06.

Capital Costs are allocated among Participant Local Governments according to the relative population of each Participant Local Government to the total population of all Participant Local Governments. The relative populations and Capital Costs of each Participant Local Government is shown on the table below.

Bexar County Balance	Collin County Balance	Dallas County Balance	Denton County Balance	Tarrant County Balance	Total Capital Cost
\$3,462,733.08	\$594,586.24	\$3,305,132.54	\$503,592.64	\$3,380,959.56	\$11,247,004.06

For counties that adopt this Addendum, the following table shows the Capital Cost Allocation for each county.

County	2010 Population	Capital Cost: Early Adopters (75% of members)	Annual Capital Cost: 3 Year Payout	Annual Capital Cost: 10 Year Payout
Bell	310,235	\$ 235,781	\$ 78,594	\$ 23,578
Bexar	1,714,773		\$ -	\$ -
Brazoria	313,166	\$ 238,009	\$ 79,336	\$ 23,801
Brazos	194,851	\$ 148,089	\$ 49,363	\$ 14,809
Cameron	406,220	\$ 308,731	\$ 102,910	\$ 30,873
Chambers	35,096	\$ 26,673	\$ 8,891	\$ 2,667
Collin	782,341		\$ -	\$ -
Comal	108,472	\$ 82,440	\$ 27,480	\$ 8,244
Dallas	2,368,139		\$ -	\$ -
Denton	662,614		\$ -	\$ -
Ector	137,130	\$ 104,220	\$ 34,740	\$ 10,422
El Paso	800,647	\$ 608,499	\$ 202,833	\$ 60,850
Fort Bend	585,375	\$ 444,890	\$ 148,297	\$ 44,489
Galveston	291,309	\$ 221,397	\$ 73,799	\$ 22,140
Grayson	120,877	\$ 91,868	\$ 30,623	\$ 9,187
Gregg	121,730	\$ 92,516	\$ 30,839	\$ 9,252
Guadalupe	131,533	\$ 99,966	\$ 33,322	\$ 9,997
Harris	4,092,459	\$ 3,110,306	\$ 1,036,769	\$ 311,031
Hays	157,107	\$ 119,403	\$ 39,801	\$ 11,940
Hidalgo	774,769	\$ 588,831	\$ 196,277	\$ 58,883
Hunt	86,129	\$ 65,459	\$ 21,820	\$ 6,546
Jefferson	252,273	\$ 191,730	\$ 63,910	\$ 19,173
Johnson	150,934	\$ 114,711	\$ 38,237	\$ 11,471
Kaufman	103,350	\$ 78,547	\$ 26,182	\$ 7,855
Lubbock	278,831	\$ 211,914	\$ 70,638	\$ 21,191
McLennan	234,906	\$ 178,531	\$ 59,510	\$ 17,853
Midland	136,872	\$ 104,024	\$ 34,675	\$ 10,402
Nueces	340,223	\$ 258,573	\$ 86,191	\$ 25,857
Randall	120,725	\$ 91,752	\$ 30,584	\$ 9,175
Rockwall	78,337	\$ 59,537	\$ 19,846	\$ 5,954
San Patricio	64,804	\$ 49,252	\$ 16,417	\$ 4,925
Smith	209,714	\$ 159,385	\$ 53,128	\$ 15,938
Tarrant	1,809,034		\$ -	\$ -
Travis	1,024,266	\$ 778,451	\$ 259,484	\$ 77,845
Webb	250,304	\$ 190,233	\$ 63,411	\$ 19,023
Williamson	422,679	\$ 321,240	\$ 107,080	\$ 32,124
Wise	59,127	\$ 44,937	\$ 14,979	\$ 4,494

### **Operations and Maintenance Budget and Allocation**

The Operations and Maintenance Budget for the entire calendar year 2016 is shown in the table below. This budget assumes there is no change in Participants, and no substantive changes to the TechShare Master Interlocal Agreement or the TechShare.Juvenile / JCMS-Basic Addendum. Because this Attachment C is part of a 6-month extension of the term of the Addendum, the Participants' payment obligations will be limited to the appropriate 6-month amount for each Participant.

## CY 2016 JCMS-MO

## Income

Association Services Fees	\$	-
Dues	\$	-
Event Revenue		
Event Sponsorship		\$ -
Registration Fees		\$ -
Total Event Revenue	\$	-
Fees for Services	\$	3,162,500
Interest Income	\$	400
Other Revenues - UBIT	\$	-
Program Revenues	\$	-
Total Income	\$	3,162,900

General/Class expenses assessed to program \$ 304,654

## Program Expenses

Consulting	\$	-
Contractual Consulting	\$	495,000
Depreciation FF & E	\$	-
Meetings	\$	7,000
Board		
Committees		\$ -
Education Events		\$ 2,500
Membership		\$ -
Other		\$ -
Total Meetings	\$	12,000
Other Expenses		
Computer Software		\$ 42,000
Meals & Entertainment		\$ -
Prof. Dev. & Mgmt. Services		\$ 3,500
Misc.		\$ 2,000
Printing & Publications		\$ 1,500
Supplies		\$ -
Total Other Expenses	\$	49,000
Payroll Costs		
Differential		\$ 47,210
ER Taxes		\$ 71,069
Health Insurance		\$ 30,513
Other Insurance		\$ 9,757
Salaries		\$ 742,450
SEPPER Contribution		\$ 78,966
Contract Services		\$ -
Total Payroll Costs	\$	979,965
Software Licensing Fee	\$	-
Software Maintenance Fee	\$	67,000
Systems Operations Fee	\$	565,000
Travel		
Lodging		\$ 8,000
Meals		\$ 2,000
Transportation		\$ 15,000
Total Travel	\$	25,000
UBIT Taxes	\$	-

Total Program Expenses \$ 2,199,965

TechShare Indirect Assessment \$ 535,099  
 Association Services Fees \$ 75,910

Total Expense \$ 3,115,628

Net Income \$ 47,272



**Cost Allocation and Payment Plan:**

The 6-month extension of the Addendum will be funded through one payment from each County and two payments from TJJD, based on the schedule shown below:

<b>Participant Payment Plan –Payments Due December 15, 2015</b>	
Maintenance and Operations Cost by Participant	Allocation
Texas Juvenile Justice Department	\$316,250.00
Collin County	\$132,022.00
Dallas County	\$399,630.00
Denton County	\$111,818.00
Tarrant County	\$305,280.00
<b>Totals</b>	<b>\$1,265,000.00</b>
<b>Participant Payment Plan –Payment Due March 15, 2016</b>	
Maintenance and Operations Cost by Participant	Allocation
Texas Juvenile Justice Department	\$316,250.00
<b>Totals</b>	<b>\$316,250.00</b>

In the event the Addendum is extended for the period July 1, 2016 through December 31, 2016, and again assuming no changes to the Participants and no substantive changes to either the TechShare Master ILA or the Addendum, then the extended term of July – December will be funded by 2 payments from each of the Participants, broken down by date and amount to correspond with expected monthly costs and Participants' fiscal years, as shown in the tables below.

<b>Participant Payment Plan –Payments Due in June 2016</b>	
Maintenance and Operations Cost by Participant	Allocation
Texas Juvenile Justice Department	\$210,833.00
Collin County	\$66,011.13
Dallas County	\$199,815.08
Denton County	\$55,908.99
Tarrant County	\$152,639.80
<b>Totals</b>	<b>\$685,208.00</b>

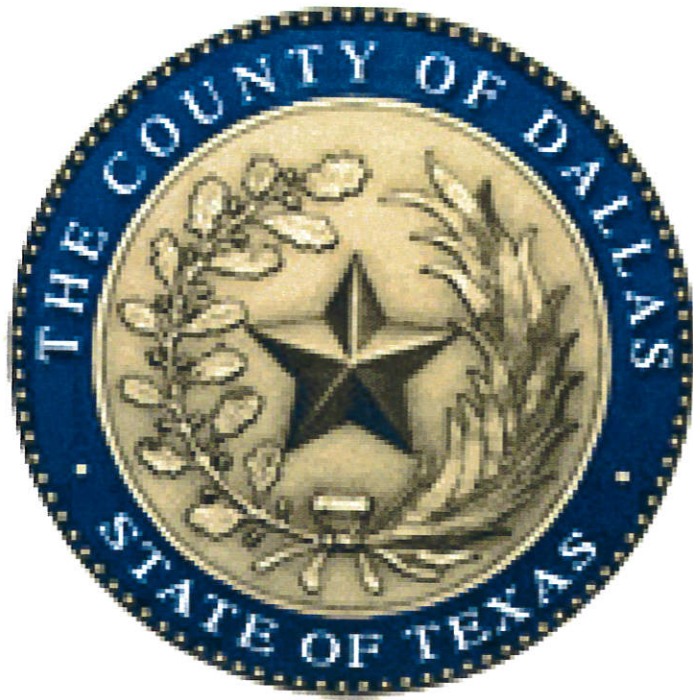
<b>Participant Payment Plan –Payments Due in September 2016</b>	
Maintenance and Operations Cost by Participant	Allocation
Texas Juvenile Justice Department	\$421,667.00
<b>Totals</b>	<b>\$421,667.00</b>

<b>Participant Payment Plan –Payments Due in October 2016</b>	
Maintenance and Operations Cost by Participant	Allocation
Collin County	\$66,011.13
Dallas County	\$199,815.08
Denton County	\$55,908.99
Tarrant County	\$152,639.80
<b>Totals</b>	<b>\$474,375.00</b>

If payments are not received from a Participant by the respective due dates above, access to the JCMS/TechShare.Juvenile database may be cut off for the Participant (which, in the case of TJJD is all counties using JCMS-Basic) the date following the due date until payment is received by Urban Counties.

#### **Multi-County Juvenile Probation Departments**

Both Capital Costs and O&M Costs will be allocated per Participant Local Government in accordance with method/formula for all other Participant Local Governments, unless the commissioner's court from every county in a multi-county jurisdiction agrees to split their collective costs in some other manner as between those counties only. A commissioner's court resolution, minute order, or other such document evidencing each county's agreement must be provided to Urban Counties before any such other manner of allocation will be recognized.



**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:** April 25, 2016  
**To:** Dallas County Juvenile Board  
**From:** Dr. Terry S. Smith, Director  
**Subject:** Ratification of Youth with Sexual Behavior Problems Program Grant Application

**Background of Issue:**

On April 4, 2016, the Dallas County Juvenile Department (DCJD) submitted a grant application in response to OJJDP Solicitation 2016-9004 called "OJJDP FY 2016 Youth with Sexual Behavior Problems Program." This solicitation targets the 9-14 year old, sexual offender populations, who have sexually abused a younger sibling or close family member, their child victim(s), and non-offending parents/caregivers of the offending youth and child victims. In conjunction with the Dallas Children's Advocacy Center (DCAC), the application includes advancing the DCJD sex offender treatment program, Successful Thinking and Responsible Sexuality (STARS) and victim services, as well as adding treatment services at DCAC for youth with sexual behavior problems. The DCJD Psychology Division will be responsible for administering the evidence-based advancements and treatments to the sex offender program and victim services.

**Impact on Operations and Maintenance:**

DCJD, in conjunction with DCAC, proposes to enhance services offered to 10-14 year old youth with sexual behavior problems (SBP), their interfamilial child victim(s), and their family, as well as pursue a multidisciplinary team (MDT) consisting of multiple stakeholders who can contribute to coordinating service delivery to the target population. This team includes DCJD clinical, probation, victim services, DCAC clinical staff, a Child Protective Services representative, and a Law Enforcement Unit representative. To do this, DCJD will pursue advanced training in evidence-based therapy for youth with sexual behavior problems and for family reunification. Both DCJD and DCAC seek to hire therapists to address youth with SBP, their victims, and their families. One therapist, with DCJD, will be responsible for solely providing psychological services and advocating for the interfamilial victim and their family, who are not able to access DCAC services. The other therapist, who will be designated as a specialist in problematic sexual behaviors and managed by DCAC, will provide psychological services to juvenile offenders, between 10-14 years old, who were never charged or the charges were dropped. Also, DCAC psychological services will be provided to younger offenders, 9 years old and younger, who have been identified as having problematic sexualized behavior. The multidisciplinary team, including both therapists, will regularly meet for case planning. If awarded, the grant period will begin October 1, 2016 and will end September 30, 2018.

**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.

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*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



**Legal Information:**

This grant application has been reviewed by Ms. Denika Caruthers, Dallas County Juvenile Department Legal Advisor. The Dallas County Judge is required to sign any related grant documents on behalf of Dallas County.

**Financial Impact/Considerations:**

The grant application included a request for funds, which will be allocated over the course of two years, for \$300,000. This includes \$82,303 annually for a full-time Victim Services Therapist for the Dallas County Juvenile Department, \$4,000 for the Victim Services Therapist's mileage reimbursement, \$1,610 for the Victim Services Therapist's laptop system and accessories, \$60,000 annually for a therapist with clinical licensure, who is a specialist in problematic sexual behavior, for the Dallas Children's Advocacy Center, \$4,620 for travel to a mandatory grant program meeting, \$4,000 for Family Reunification Training, and \$1,164 for food and materials for multidisciplinary team meetings. This information has been reviewed by Ms. Carmen Williams, Budget Services Manager.

**Performance Impact Measures:**

If awarded, the Dallas County Juvenile Department must provide data measuring the results of the work done under this solicitation.

**Project Schedule/Implementation:**

The grant application was due on April 4, 2016. If awarded, the grant period will be from October 1, 2016 through September 30, 2018.

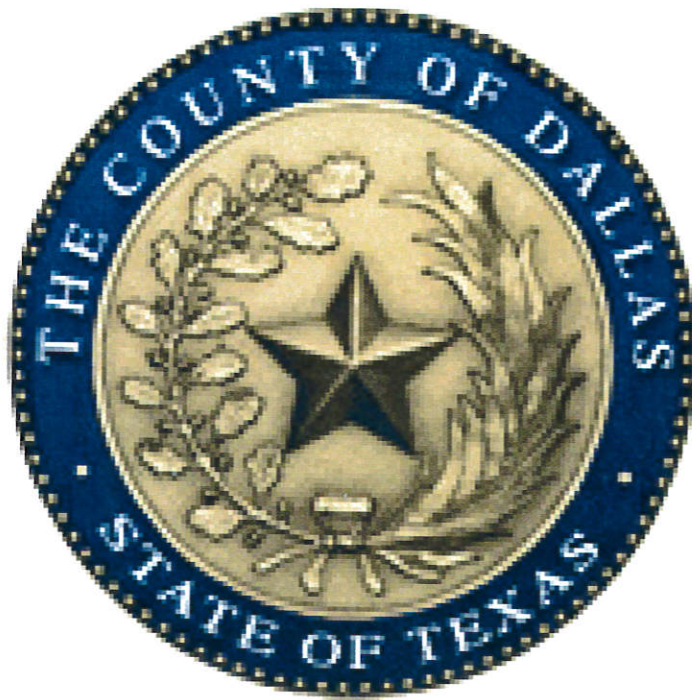
**Recommendation:**

It is recommended the Dallas County Juvenile Board ratify the submission of the Youth with Sexual Behavior Problems grant application and authorize the Dallas County Judge to sign any related grant documents.

**Recommended by:**

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





**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

**MEMORANDUM**

**Date:** April 25, 2016  
**To:** Dallas County Juvenile Board  
**From:** Dr. Terry S. Smith, Director  
**Subject:** Ratification of JJAEP Summer Camp: TJJD Prevention, Programming and Placement Award

**Background of Issue:**

On March 3, 2016, TJJD announced the availability of Prevention and Intervention Funds, with a deadline to apply by March 11, 2016. On March 11, 2016, the Dallas County Juvenile Department (DCJD) submitted a grant application in response to TJJD Prevention and Intervention grant funds announcement called "Prevention, Programming and Placement Funding Application Request." This solicitation targets at-risk youth who display behaviors leading to delinquency, truancy or referral to the Juvenile Justice System. The application includes academic enrichment, social skills building, and service learning experiences over the course of a three week, summer camp program. The Juvenile Justice Alternative Education Program (JJAEP) will be responsible for administering the camp and supervising camp attendees.

**Impact on Operations and Maintenance:**

DCJD proposes to offer a three week summer camp experience to serve approximately 12 to 14 non-adjudicated, youth between the ages of 12 to 17 years old, who attend the Dallas County Juvenile Justice Alternative Education Program. Youth in the Pre-Adjudication Intensive Supervision (P.A.I.S.) or assessment stage will also be targeted. DCJD aims to offer these youth opportunities to advance their academic knowledge and improve their social skills, while engaging in their community. Each week, DCJD will offer community service projects, a three-day credit recovery lab, a field trip each week, including a dining experience at a local restaurant, and a creative learning experience once a week, provided by Big Thought. All services must be rendered, and any goods must be ordered, by August 31, 2016.

**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:**

This grant application has been reviewed by Ms. Denika Caruthers, Dallas County Juvenile Department Legal Advisor. The Dallas County Judge is required to sign any related grant documents on behalf of Dallas County.

**Financial Impact/Considerations:**

The grant application included a request for funds for \$7,667.02 and we were awarded \$7,667.02 on April 1, 2016. This includes \$439.02 for a part-time teacher to offer a credit recovery lab, \$2,936 for daily meals, including meals during field trips, and camp supplies, \$1,300 for youths' bus passes and travel to and from the

field trips, \$854 for field trip admission, and \$2,138 for Big Thought supported services. This information has been reviewed by Ms. Carmen Williams, Budget Services Manager.

**Performance Impact Measures:**

The Dallas County Juvenile Department must provide data measuring the results of the work done under this solicitation.

**Project Schedule/Implementation:**

The grant application was due on March 11, 2016, and funds were awarded on April 1, 2016. All services must be rendered, and any goods must be ordered, by August 31, 2016.

**Recommendation:**

It is recommended that the Dallas County Juvenile Board ratify the submission of the TJJD Prevention, Programming, and Placement Funding Application, accept the funds awarded, and authorize the Dallas County Judge to sign any related grant documents.

**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:** April 25, 2016  
**To:** Dallas County Juvenile Board  
**From:** Dr. Terry S. Smith, Director  
**Subject:** Approval of a Memorandum of Understanding with juviGAP Ministries, Inc.

**Background of Issue:**

At its March 2016 Board meeting, the Dallas County Juvenile Board approved the Youth Services Advisory Board's (YSAB) juror fund recommendation to allocate \$21,000 to juviGAP Ministries, Inc. (JB Order 2016-022) to assist juvenile offenders on probation with meeting their probation requirements. juviGAP utilizes proprietary software to send administrative reminders via text messages to the juvenile and their parents/guardians in an effort to decrease probation violations and increase the number of youth who successfully complete their probation in the least amount of time. juviGAP currently serves all nine Dallas County Districts and aims to serve an additional 350 juveniles.

The purpose of this briefing is to request authorization to execute the attached Memorandum of Understanding.

**Impact on Operations and Maintenance:**

The services provided by juviGAP Ministries, Inc. will occur via text messages delivered to the youth and their parent's phones. Service delivery will be coordinated by Juvenile Department staff to probation youth, both pre and post-adjudication.

Administrative management of the juror funded programs and projects has been facilitated by YSAB with the assistance of the Grant Services Division of the Dallas County Juvenile Department.

Grant Services will administer/monitor the Memorandum of Understanding and review the program and evaluate its effectiveness. Requests for payments related to these initiatives will continue to be processed by the Juvenile Department and will be executed in accordance with Dallas County policy.

**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:**

A Memorandum of Understanding has been approved as to form by Administrative Legal Advisor Ms. Denika Caruthers. The agreement requires the signature of the Chair of the Juvenile Board.



**Financial Impact/Considerations:**

Dallas County Juvenile Department agrees to allocate funds in the amount of \$21,000 from its Juror Funds (Funding Source 532-94065) to support the juviGAP Ministries, Inc. and Probation Services. Total payment for FY2016 will not exceed twenty-one thousand dollars (\$21,000). Payment will be two installments, in June and September, of ten thousand five hundred dollars (\$10,500) each. This information has been reviewed by Ms. Carmen Williams, Budget Services Manager.

**Performance Impact Measures:**

All juror fund grant applications include performance measures for the proposed program/service. The grant recipients will be required to periodically report performance outcomes as outlined in the attached application for the funded program/service.

**Project Schedule/Implementation:**

This agreement is for June 1, 2016 until September 30, 2016, with an automatic renewal for one additional year from October 1, 2016 until September 30, 2017.

**Recommendation:**

It is recommended that the Juvenile Board approve the Memorandum of Understanding with juviGAP Ministries, Inc. It is further recommended that the Dallas County Juvenile Board authorize the Chairman of the Juvenile Board to execute related documents on behalf of the Juvenile Board.

**Recommended by:**



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

## **MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (MOU), effective from June 1, 2016 until September 30, 2016, with an automatic contract renewal for one additional year from October 1, 2016 until September 30, 2017, is entered by and between juviGAP Ministries, Inc. and Dallas County Juvenile Department (DCJD) along with Youth Services Advisory Board (YSAB), collectively referred to as "County".

## **INCORPORATED DOCUMENTS**

All documents below are incorporated herein by reference. Contractor agrees to provide Services in the implementation and operation of the Program as described in the following:

- A. (Exhibit A), Contractor's Juror Fund Grant Application to the Youth Services Advisory Board (YSAB) for juviGAP Ministries, Inc. dated December 14, 2015;
- B. (Exhibit B), Attachment A, Contract Specifications.

## **ORDER OF PRECEDENCE**

In the event of any inconsistency between the provisions of this MOU and any incorporated documents as described herein, it is agreed by all parties that the provisions of this MOU shall take precedence.

juviGAP Ministries, Inc. and Dallas County have been working together since September 2012.

## **SCOPE OF WORK**

Contractor agrees to provide services in accordance with the Contractor's Juror Fund Application (Exhibit A) and Services as described in the Attachment A, Contract Specifications (Exhibit B).

## **ASSURANCES**

1. juviGAP, Ministries, Inc. understands that under no circumstances should individuals working on behalf of juviGAP Ministries, Inc. under this MOU (including but not limited to full-time and part-time employees, contract staff, interns, volunteers, guest speakers and presenters) have contact or any type of interaction with youth/families involved in the grant funded program/service, prior to being cleared by the results of the Fingerprint Applicant Services of Texas (FAST) process under the Juvenile Department's ORI # TX057013G.
2. juviGAP Ministries, Inc. understands that the names of individuals working on behalf of juviGAP Ministries, Inc., under this MOU (including but not limited to full-time and part-time employees, contract staff, interns, volunteers, guest speakers and presenters) must be consulted and cleared by the Central Child Abuse Registry maintained by the Texas Department of Family and Protective Services.
3. juviGAP Ministries, Inc. understands that individuals involved in Dallas County Juvenile Department Probation Services on behalf of juviGAP Ministries, Inc. must successfully complete the Dallas County Juvenile Department's volunteer training program.

## MEMORANDUM OF UNDERSTANDING

4. juviGAP Ministries, Inc. must ensure that staff involved in the Program, receive annual training in (1) Cultural Sensitivity; (2) Management of Aggressive and Violent Behavior; and (3) Standard First Aid and Cardiopulmonary Resuscitation.
5. juviGAP Ministries, Inc. understands that individuals working on behalf of juviGAP Ministries, Inc., under this MOU (including but not limited to full-time and part-time employees, contract staff, interns, volunteers, guest speakers and presenters) must be trained on Prison Rape Elimination Act.
6. juviGAP Ministries, Inc. understands that individuals working on behalf of the juviGAP Ministries, Inc. under this MOU (including but not limited to full-time and part-time employees, contract staff, interns, volunteers, guest speakers and presenters) must comply with the Dallas County Juvenile Department's Media Policy and keep all information that they become privy to concerning the youth in the program confidential.
7. juviGAP Ministries, Inc. will provide the County via Juvenile Department through YSAB reports including programmatic and financial data as the County deems reasonably necessary to monitor and evaluate the activities and services pursuant to this contract. juviGAP Ministries, Inc. agrees to recognize and complete all performance measures/indicators contained in YSAB's Juror Fund Grant Application dated December 14, 2015. (Attached as Exhibit A.).
8. juviGAP Ministries, Inc. will supply all materials, equipment and durable goods necessary to the program.
9. YSAB with the assistance of the Grant Services Unit of the Dallas County Juvenile Department agrees to allocate funds in the amount of \$21,000 from its Juror Funds to support the (juviGAP Ministries, Inc. and Probation Services) as approved in Commissioners Court on May 17, 2015.
10. Total payment for FY2016 will not exceed twenty-one thousand dollars (\$21,000.00). County's payment will be two installments of ten thousand five hundred dollars (\$10,500.00) each. At the conclusion of the year, juviGAP Ministries, Inc. will provide the County, via the Juvenile Department, with a document comparing payments to actual cost incurred, and actual revenue received (if any).
11. Invoicing for services will be due on or before the thirtieth (30<sup>th</sup>) day of the last month for each quarter period (ending June 30 and September 30) and the submittal of reporting requirements will be due on or before the fifth (5<sup>th</sup>) of the first month after the final quarter period (ending September 30) and submittal of reporting requirements will be due on or before the fifth (5<sup>th</sup>) of the first month for each quarter period (ending December 31, March 31, June 30, September 30), the following year, to Juvenile Department's Grant Services.
12. County's payment will be due to juviGAP Ministries, Inc. within thirty (30) days of receipt of an invoice for the appropriate amount.
13. juviGAP Ministries, Inc. agrees that a temporary delay in making payments due to the county's accounting and disbursement procedures shall not place them in default of this Contract and shall not render the County liable for interest or penalties, provided such delay shall not exceed thirty (30) days after its due date.

## **MEMORANDUM OF UNDERSTANDING**

14. juviGAP Ministries, Inc. agrees to spend all funds as represented in the Juror Fund Grant Application to YSAB.
15. juviGAP Ministries, Inc. understands that The Dallas County Juvenile Department maintains the right to take ownership of non-expendable equipment (equipment that can have a life of more than two years) purchased with juror grant funds once the organization ends programming with the Dallas County Juvenile Department. Electronic monitoring items are excluded from this provision.
16. juviGAP Ministries, Inc. agrees that Dallas County may audit performance data and financial data up to three years after the services are rendered to ensure compliance.
17. The Term of this Agreement shall be from June 1, 2016 to September 30, 2016, with an automatic contract renewal for one additional year from October 1, 2016 until September 30, 2017.
18. This contract may be automatically renewed for additional twelve month periods under the same terms and conditions. Such renewals shall be at the discretion of the Dallas County Juvenile Department and the Youth Services Advisory Board.

### **INSURANCE**

It is juviGAP Ministries, Inc.'s 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 juviGAP Ministries, Inc. There is also an additional umbrella policy of \$2,000,000 for events related to the covered activity but not outlined in the policy.

juviGAP Ministries, Inc. is waived of worker's compensation coverage for a period beginning June 1, 2016 through the end of the contract period.

### **INDEMNIFICATION**

juviGAP Ministries, Inc. 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 and the Youth Services Advisory Board, (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), including but not limited to exposure to any infections, communicable or sexually transmitted disease, by any manner or method whatsoever, 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 juviGAP Ministries, Inc. 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.

## **MEMORANDUM OF UNDERSTANDING**

### **CHOICE OF LAWS AND 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.

### **SEVERABILITY**

If any provision of this MOU is construed to be illegal or invalid, this will not affect the legality or validity of any of the other provisions herein. The illegal or invalid provision will be deemed stricken and deleted, but all other provisions shall continue and be given effect as if the illegal or invalid provisions had never been incorporated.

### **SOVEREIGN IMMUNITY**

This MOU is expressly made subject to Dallas 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 Dallas County has by operation of law. Nothing herein is intended to benefit any third-party beneficiaries to this Contract.

**IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.**

[SIGNATURES APPEAR ON THE NEXT PAGE].



**DALLAS COUNTY JUVENILE BOARD:**

BY: \_\_\_\_\_

Terry Smith, Executive Director  
Dallas County Juvenile Department

BY: \_\_\_\_\_

Judge Cheryl L. Shannon, Chairman  
Dallas County Juvenile Board

**APPROVED AS TO FORM:**

BY: \_\_\_\_\_

Denika R. Caruthers, J.D.  
Administrative Legal Advisor  
Dallas County Juvenile Department

**CONTRACTOR'S NAME:**

BY: \_\_\_\_\_

Leisa McKibbin, Founder  
JuviGAP Ministries, Inc.

## **ATTACHMENT A**

### **Contract Specifications**

juviGAP Ministries, Inc.

#### **I. COST: \$21,000.00**

#### **II. PROGRAM SCHEDULE:**

- A. Service Week: All week long including weekends.
- B. Service Hours: Youth receive texts 7 days a week, 24 hours a day. juviGAP office hours are Monday-Friday from 8:30 am to 5:00 pm.
- C. Service Delivery Location: Text messages are delivered to the youth and their Parent's cell phones.

#### **III. PROGRAM COMPONENTS**

- A. Text messages delivered to youth and parents  
**Frequency:** 7 days per week/24 hours per day
- B. Administration and generation of text messages  
**Frequency:** Occurs within 48 hours of a probation services enrolling a youth in the program
- C. Reports to DCJD Staff  
**Frequency:** Monthly

#### **IV. PROGRAM MECHANICS**

- A. **Length of stay:** Youth are in the juviGAP program as long as they are on probation.

- B. **Holiday Schedule:** Program runs through Holidays and youth/parents continue to receive text reminders.
- C. **Summer Schedule:** Program runs through summer and youth/parents continue to receive text reminders.
- D. **Transportation:** N/A
- E. **Meals/Snacks:** N/A

V. **DIRECT CARE STAFF AND MINIMUM QUALIFICATIONS**

- A. **Leisa McKibbin – Founder of juviGAP** – performs all generation and administration of text reminders.
- B. N/A
- C. N/A

# Dallas County Juvenile Department



Putting Youth First

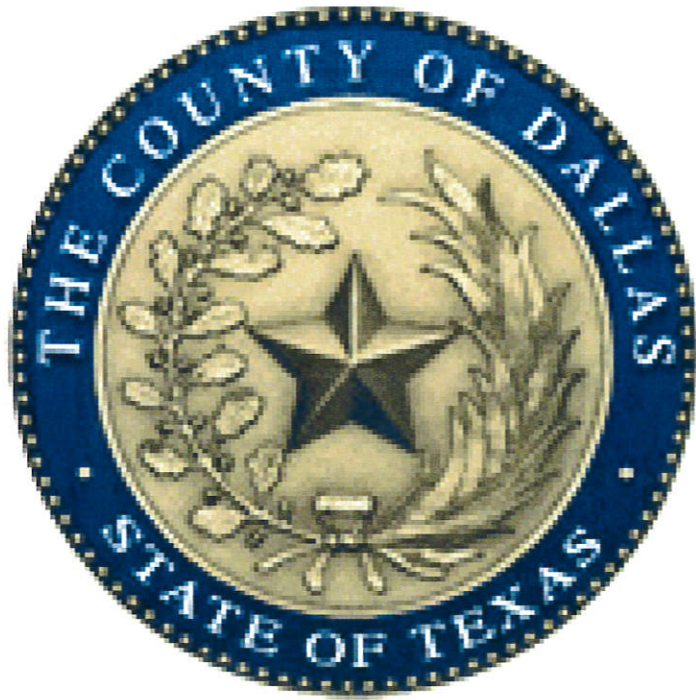
## Dallas County Juror Fund Application and Instructions

Dallas County jurors have the option of contributing their juror fund stipend to help at risk youth in the Dallas County Juvenile Department and the foster care system. The Youth Services Advisory Board (YSAB) oversees the use of the Dallas County Juror Fund for special projects to address specific concerns related to juvenile crime prevention. In order to be eligible for YSAB recommendation, organizations serving youth involved with the Dallas County Juvenile Department and Dallas County Juvenile Department programs must complete the following application.

1. The application must include all questions and the requestor must respond to all questions. The application and copy must be complete.
2. The requestor's response to each question cannot supersede the word limit indicated in each question.
3. Responses to questions must be typed, single spaced, and a minimum character font size of 11 points. Each page must be printed on one side only. All documents included in the application must be 8 ½" by 11" in size.
4. Testimonial Letters, Letters of support, and Letters of Collaboration may be included in the application behind the signature page. This addendum must not exceed 5 pages.
5. The requestor must provide three (3) original paper documents of the application with a signature of the requester. The original paper documents must not be bound (fastened with a binder clip only).
6. The requestor must also provide one electronic copy (on a CD, USB Flash Drive, or Memory Stick, formatted in Microsoft Office and/or as a PDF) of the following:
  - a. Copy of the application with the requestors signature
  - b. The two most recently filed IRS 990 forms
  - c. Management/opinion letter from the most recent independent audit
  - d. A copy of the latest verification of tax-exempt status from the IRS
  - e. Certificate of Formation from the State of Texas
  - f. Organization's current operating budget and year-to-date financial statements
  - g. Current list of board members (include profession, gender, and ethnicity)
7. The Dallas County Juvenile Department maintains the right to take ownership of non-expendable equipment (equipment that can have a life of more than two years) purchased with juror grant funds once the organization ends programming with the Dallas County Juvenile Department. Electronic monitoring items are excluded from this provision.
8. Applications that do not follow the specified guidelines will be disqualified.
9. Requestors should allow a minimum of four (4) months or 120 days for processing. There are three steps that each proposal goes through:
  - 1) Youth Services Advisory Board (YSAB) proposal review and recommendations.
  - 2) Dallas County Juvenile Board approval of YSAB recommendations.
  - 3) Dallas County Commissioners Court approval of Juvenile Board recommendations.

### Expectations:

1. Any organization representatives in contact with youth under juvenile department supervision must complete the Dallas County Juvenile Department volunteer training and maintain all Prison Rape Elimination Act of 2003 standards.
2. Organization must possess Workers Compensation Insurance, Commercial General Liability Insurance, and Commercial Automotive Liability Insurance.
3. Funding is for one year. Organizations must report quarterly their project status.



# 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:** April 25, 2016  
**To:** Dallas County Juvenile Board  
**From:** Dr. Terry S. Smith, Director  
**Subject:** Amendment to the Dallas County Youth Village 2015 Court Order 2015-139 to include bed capacity

**Background of Issue:**

Dallas County Youth Village Court Order # 2015-139 was briefed and approved on November 22, 2015, by the Dallas County Juvenile Board regarding the TAC 343.206(2) requirement that the Juvenile Board's/Juvenile Court Judge's annual certification order/authorization document must include the number of beds being certified as suitable. The Youth Village 2015 Facility Certification Order will need to be amended to include:

"Whereas the Juvenile Department recommends the facility be certified for 72 beds" in order to be in compliance with the standard.

**Strategic Plan Compliance**

This request conforms to the Dallas County Strategic Plan – Vision 3: *Dallas County is safe, secure, and prepared*, as evidenced by the strategy to *maximize the effectiveness of the County's criminal justice resources*. Specifically, the current request aligns crime prevention goals with other governmental entities as well as represents *effective allocation of juvenile justice resources around Dallas County*.


**Legal Information:**

The Texas Juvenile Justice Code requires each Judge of the Juvenile Court and a majority of the members of the Juvenile Board to personally inspect the Youth Village and certify in writing that the facility is suitable for the confinement of children. The inspection was done on November 22, 2015.

**Recommendation:**

It is recommended the Dallas County Juvenile Board amend Court Order 2015-139 to certify Youth Village for 72 beds.

**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.*



# 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:** April 25, 2016  
**To:** Dallas County Juvenile Board  
**From:** Dr. Terry S. Smith, Director  
**Subject:** 2016-2017 School Calendar for the Dallas County Juvenile Justice Alternative Education Program (DCJJAEP)

**Background of Issue:**

The Dallas County Juvenile Justice Alternative Education Program (DCJJAEP) is required to adopt an academic calendar each year which meets the requirements set by the Texas Education Agency (TEA). Those requirements include at least 180 days of instruction, grading periods with approximately an equal number of instructional days, identified staff training days, holidays, and two inclement weather days. The Juvenile Department seeks approval from the Juvenile Board for the 2016-2017 School Calendar for the Dallas County Juvenile Justice Alternative Education Program (DCJJAEP).

**Impact on Operations and Maintenance:**

The 2016-2017 School Calendar for the Dallas County Juvenile Justice Alternative Education Program meets the TEA requirement for instructional days, as well as the number of days identified for staff training, holidays, and inclement weather. Teachers and aides are scheduled to work and are required to provide academic instruction for at least 180 days. After the approval of the calendar, a copy of the 2016-2017 School Calendar will be forwarded to Texas Juvenile Justice Department (TJJD), TEA and the Region 10 Education Service Center.

**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:**

There is no direct legal impact.

**Financial Impact/Considerations:**

There is no direct fiscal impact.

**Performance Impact Measures:**

There is no impact on performance measures.

**Project Schedule/Implementation:**

The 2016-2017 School Calendar has classes scheduled to begin on August 15, 2016, and end on June 1, 2017.

**Recommendation:**

It is recommended the Dallas County Juvenile Board approve the 2016-2017 School Calendar for the Dallas County Juvenile Justice Alternative Education Program (DCJJAEP).

**Recommended by:**



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



# Juvenile Justice Alternative Education Program

## 2016-2017 School Calendar



August / Agosto 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September / Septiembre 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

October / Octubre 2016						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November / Noviembre 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December / Diciembre 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January / Enero 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### Key Calendar Dates

Administrators Report August 1

Teachers Report August 8

School Starts August 15

School Ends June 1

Teachers' Last Day June 2

Administrators' Last Day June 23

Student/Teacher Holidays

- \* September 5 - Labor Day
- \* November 22-25 - Thanksgiving
- \* December 23 - January 6 - Winter Break
- \* January 16 - Martin Luther King, Jr. Day
- \* March 13 - 17 - Spring Break
- \* May 29 - Memorial Day

Inclement Weather Days

\* April 14

\* April 17

Parent/Teacher Conference

\* October 17 - 21

\* February 20 - 24

### Legend

- Student/Teacher Holidays
- Student Holidays/Staff Development
- Six Weeks Begins
- Six Weeks Ends
- Early Release/Professional Development
- Inclement Weather Day

### Early Release Dates

Sept. 23, Nov. 4, Feb 24, Apr 21

### Breakdown of Days

182 Student Days 75,720 minutes

8 Professional Development/Prep Days

190 Total Teacher Work Days

20 Administrative Contractual Days

210 Total Administrator Days

- 1<sup>st</sup> Six Weeks 29 Days
- 2<sup>nd</sup> Six Weeks 30 Days
- 3<sup>rd</sup> Six Weeks 29 Days
- 1<sup>st</sup> Semester 88 Days
- 4<sup>th</sup> Six Weeks 33 Days
- 5<sup>th</sup> Six Weeks 33 Days
- 6<sup>th</sup> Six Weeks 28 Days
- 2<sup>nd</sup> Semester 94 Days

February / Febrero 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March / Marzo 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April / Abril 2017						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

May / Mayo 2017						
S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June / Junio 2017						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	11
11	12	13	14	15	16	18
18	19	20	21	22	23	25
25	26	27	28	29	30	1

July / Julio 2017						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					





**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:** April 25, 2016  
**To:** Dallas County Juvenile Board  
**From:** Dr. Terry S. Smith, Director  
**Subject:** Summer School 2016 for Juvenile Justice Alternative Education Program

**Background of Issue:**

The Dallas County Juvenile Department is mandated to operate the Dallas County Juvenile Justice Alternative Education Program (JJAEP) for the 2015-16 academic school year which ends on June 2, 2016. The Texas Juvenile Justice Department (TJJD) approved funding for 2016 summer school programs and the requirements are as follows: 1) operate a minimum of 15 days; 2) any unspent funds from regular school year must be used prior to additional funds allocated; 3) days funded will only be for mandatory students; and 4) programs may operate a half-day (minimum of 3.5 hours). The primary academic focus of the summer school program will be accelerated instruction for middle school students under the Student Success Initiative (SSI). The Juvenile Department is requesting approval for summer school at the JJAEP to begin June 6, 2016, and end June 24, 2016. The cost is not to exceed \$3,146.00 and to be paid from JJAEP funds (7201). To accept these funds, Amendment Four to the State Financial Assistance Contract 2016-2017, must be executed by the Dallas County Juvenile Board. Amendment Four is attached and is required to be signed by the Juvenile Board.

**Impact on Operations and Maintenance:**

The Student Success Initiative (SSI) was created to ensure that all students receive the instruction and support they need to be academically successful. Under the SSI requirements, students are required to pass the State Assessments in Reading and Math to be considered for promotion. Districts are required to provide accelerated instruction to those students who have not met the passing standard.

**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:**

There will be no legal impact.

**Financial Impact/Considerations:**

The financial impact to the JJAEP budget has been reviewed and approved by Ms. Carmen Williams, Budget Service Manager.

**Performance Impact Measures:**

The students at JJAEP will have opportunities to receive accelerated instruction to be considered for promotion.

**Project Schedule/Implementation:**

The 15-day summer program is scheduled to begin Monday, June 6, 2016, and end Friday, June 24, 2016.

**Recommendation:**

It is recommended that the Dallas County Juvenile Board approve the Dallas County Juvenile Justice Alternative Education Program Summer School Plan for \$3,146.00 to be paid from 7201. To accept these funds, Amendment Four to the State Financial Assistance Contract 2016-2017, must be executed by the Dallas County Juvenile Board. Amendment Four is attached and is required to be signed by the Juvenile Board.

**Recommended by:**

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



**ACTION ITEM**

**M.**





**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:** April 25, 2016

**To:** Dallas County Juvenile Board

**From:** Dr. Terry S. Smith, Director

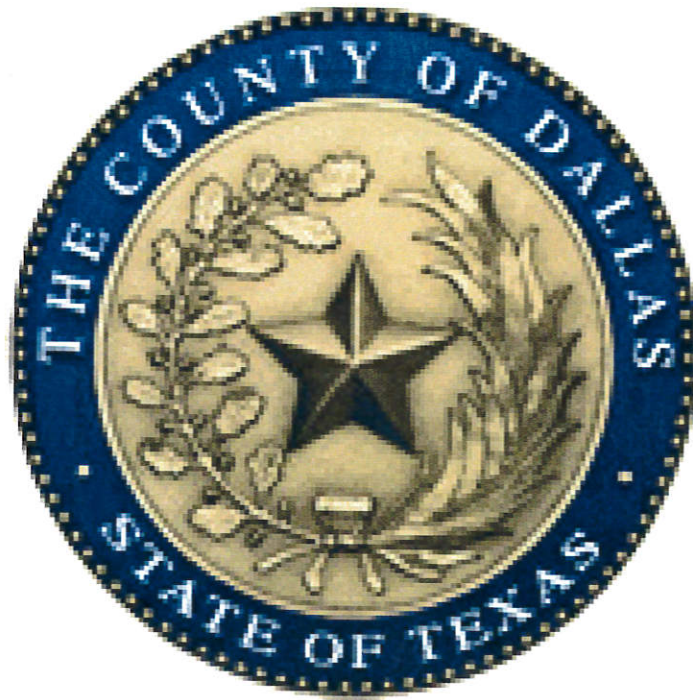
**Subject:** Any subsequent action deemed necessary as a result of VIII – Litigation - Claim by The Department of State Health Services Case number 3002160325

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**Background**

Any subsequent action deemed necessary as a result of VIII – Litigation - Claim by The Department of State Health Services Case number 3002160325.





# 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:** April 25, 2016

**To:** Dallas County Juvenile Board

**From:** Dr. Terry S. Smith, Director

**Subject:** Any subsequent action deemed necessary as a result of VIII – Personnel: Letot Residential Treatment Center complaint

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**Background**

Any subsequent action deemed necessary as a result of VIII-Personnel Letot Residential Treatment Center complaint.



# DISCUSSION ITEMS – AAE

## VI



**DISCUSSION**

**ITEM**

**O.**



**Director's Report Academy for Academic Excellence (AAE): March 2016**

AAE received a rating of 'Compliant' for IDEA-B Maintenance of Effort (MOE) Compliance Review for the school year 2014-2015. Maintenance of Effort (MOE) requires districts to maintain the level of state and local funds they spend to support federal programs from one fiscal year to the next. The MOE requirement specifies that spending at least the same amount of state and local funds to provide services to students with disabilities which were spent in the previous fiscal year.

TELPAS Testing was completed and the first round of state mandated testing as well.

Teaching staff enjoyed Spring Break during the week of March 14<sup>th</sup>.

District staff participated in 'giving back' to the North Texas Food Bank. Several staff members worked Wednesday, March 16 at the North Texas Food Bank where they sorted and moved approximately 10,000 lbs. of food.

Education Services has a new front desk bilingual receptionist – Ms. Karina Bustos. Ms. Bustos joined us on March 21, 2016.

Youth Service Advisory Board (YSAB) funded an incentive grant in the amount of \$7,000.00 to be used to purchase incentives and reward students who make honor roll, who have perfect attendance, and/or excel in an academic competition. This will help reduce the amount of money teachers and staff spends out-of-pocket for incentives.



**ACADEMY FOR ACADEMIC EXCELLENCE**  
**CHARTER SCHOOL REPORT**  
**March 2016**

**DR. JEROME MCNEIL DETENTION CENTER / AAE CAMPUS (001):**

**Quote of the Month**

"The mere imparting of information is not education." **Carter G. Woodson**

**Latest Campus Enrollment**

Total Enrollment	277
SPED - Total Students	<b>59</b>
ESL – Total Students	41

**Instruction at a Glance**

The Content Teams focused on the upcoming STAAR/EOC test as they reviewed STARR procedures and the campus test plan. Teachers also completed the online State Assessment Review Course to review testing procedures. All teachers passed and received module completion certificates.

The learning objective for this month involved focus on the readiness standards for the March STAAR/EOC Test Administration. This included re-teaching and learning the writing process, reading and analyzing literature across various genres, reviewing STAAR-related vocabulary, and proofreading and editing texts for clarity. Students practiced writing expository theses, transitioning thought processes, strategies on where to begin, and vocabulary used on the STAAR test.

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, STAAR test. The teachers used the Texas Curriculum Management Program Cooperative (TCMPC) focused documents and assessments to design lessons that will help determine the students' strengths and weaknesses in preparation for the upcoming STAAR administration. The staff is committed to raising the academic bar and preparing our students to reach it.

**Upcoming Events**

STAAR/EOC Testing  
Autism Awareness Month  
Mathematics Education Month  
National Poetry Month  
National Volunteer Month

**Ardis McCann**, Campus Administrator

**Sheterric Malone**, ACA

**DAY REPORTING CENTER - CAMPUS (002):**

- Conducted weekly common planning and staff meetings to address student progress and successful transition from program.
- Case Managers continued notification to parents/guardians and probation officers regarding student progress, absenteeism, etc.
- North Texas Food Bank distribution to Dallas County Juvenile families at the request of the students/parents.
- A delectable soul food pot luck luncheon was held on March 2<sup>nd</sup> to close out the 2016 Black History Month Observance.
- No students participated in GED testing in March. The campus is awaiting more vouchers to be issued; testing will resume in April for DRC students.

- Region 10 presented the 4<sup>th</sup> of a 4-part series entitled **Love and Logic**, low stress strategies for highly successful educators, on March 2<sup>nd</sup>. Outstanding reviews were given by all in attendance.
- TELPAS Reading Test was administered via computer on March 24<sup>th</sup> and March 28<sup>th</sup> for ESL students enrolled at DRC.
- STAAR/EOC March Test Administration training was conducted on March 24<sup>th</sup> for all teachers and staff.
- STAAR/EOC tests were administered to all qualifying students during the week of March 29-31, 2016.
- Students observed Spring Break March 14-18, 2016.
- Students participated in a field trip to the Perot Museum of Science and Technology on March 24<sup>th</sup>. Dallas Area Rapid Transit provided transportation to/from the museum.
- Dallas Area Rapid Transit conducted a bus safety presentation to all DRC students on March 24<sup>th</sup>.
- Anger management sessions were conducted on Wednesdays during March by the campus psychologist for all DRC students.

**Monique Paige**, Instructional Manager

### **MEDLOCK/YOUTH VILLAGE CAMPUS – (003):**

#### **Latest Campus Enrollment**

<b>Total Enrollment</b>	<b>116</b>
Medlock Students	62
Youth Village Students	48
Youth Village Youth Offenders	6
 SPED - Total Students	 38
Medlock SPED	23
Youth Village SPED	15
YV 504 Students	0
 Medlock 504 Students	 1
ESL – Total Students	14
Medlock ESL	10
Youth Village ESL	4

As spring rolls in Medlock/Youth Village (MYV), it continues to shine and we are proud to acknowledge significant gains in participation during STAAR testing. We are especially thankful of the extra efforts of our teachers and clerical staff who worked with students to help emphasize the importance of taking the state assessment seriously.

During March, Medlock/Youth Village campus conducted several activities to celebrate Women's History Month teaching students the importance of showing appreciation to those women who have contributed to the development of this country and who advocated for the advance of human rights and social justice. Celebrating Women's History Month, Medlock and Youth Village students assisted the staff in designing the bulletin board and decorating the halls.

In addition, Medlock and Youth Village English teachers designed a TEKS-based lesson where students wrote essays celebrating the legacy of different female leaders of different eras and movements. In an effort to stimulate pride in the campus, the staff honored several A/B honor roll students for the 4<sup>th</sup> six weeks. In addition, we recognized the Students/Residents of the Week for the month of March.

Throughout the month, Medlock and Youth Village staff honored the contributions of women with a host of engaging activities including all content areas, such as a tribute to the leaders of the Women Suffrage Movement, reenactment and discussion of Rosa Parks' involvement in the Montgomery Bus Boycott, and debates on modern day movements led by women such as Senator Wendy Davis.

Continuously promoting our collaborative spirit, Medlock and Youth Village content teams have been conducting cross curriculum meetings to better plan our lessons and create consistency throughout content areas.

**STAAR Administration**

Medlock/Youth Village campus participated in the first round of the Spring STAAR test administration. Teachers have been using STAAR release tests as diagnostic tests for all of the students in order to identify the students' strengths and weaknesses in preparation for the test. The Data Controller and Testing Team are researching those students who will be testing in the May/Spring Administration.

**History Department**

Youth Village students assisted the staff in decorating the classroom walls with students' posters, students' Women History inspired writings, historical facts, and other educational materials chronicling the influence of female leaders in every content area.

Youth Village students participated in a film clip study from the movie *Boycott* looking critically at Rosa Parks' contributions to the social justice movement specifically the Montgomery Bus Boycott.

**Dropout Recovery - Accelerated Instruction Program**

Medlock and Youth Village staff continues to identify students who are over-aged and under-credited to participate in the Academy for Academic Excellence Accelerated Instruction Program at Day Reporting Center (DRC). We are currently working with three students who were promoted through the program. In addition, we have identified those classes middle school students can take for high school credit. Our hope is to develop a plan of action with them so they can potentially transition into their correct grade level, thereby increasing the likelihood of high school completion.

Aubrey Hooper, Campus Administrator

**SAU (SUBSTANCE ABUSE UNIT) CAMPUS (004):****Latest Campus Enrollment**

Total Enrollment - 47

SPED Total Students - 4

ESL Total Students - 12

**Instruction at a Glance**

SAU tackled STAAR testing this month. English classes and Math classes had a boot camp to help get the students prepared to test. Students tested in English I, English II, Math, Writing and Reading. SAU had 3 students complete credit recovery. SAU had a huge attendance and dress code push this month. Students were rewarded for attendance and being in dress code. Fifteen students had perfect attendance for 2 weeks straight and came to school in dress code.

**Campus Life at a Glance**

SAU students attended a great educational field trip to the George Bush Museum. The students had fun learning about a former POTUS! The students had an ice cream party the next day because they received many compliments about their behavior while at the Museum. In English the students had Freestyle Friday where they had to rap for 1 minute and use 3 or more vocabulary words in the rap.

Christina Bradford, ACA

**LETOT CAMPUS (005):****End of Month Campus Enrollment**

Total Enrollment	25 shelter/14 RTC
SPED - Total Students	3 shelter/1RTC
ESL - Total Students	4 shelter/3 RTC

**Instruction at a Glance**

Teachers identified and further targeted specific skills for individual students taking TELPAS Reading, STAAR and STAAR EOC exams this month. While preparation is continuous, March is the time where testing strategies and confidence building becomes intensified. If state testing is the bear that won't go away, then educators would be remiss not to prepare students to put various approaches into perspective in the most pro-active way.

The RTC girls expressed more confidence and less anxiety going into testing week than they may have had at their home school. There was at least one shelter student that was so involved in his own education, he wanted to make sure he was slated to take an EOC exam for a high school course he completed as an 8<sup>th</sup> grader. The message that education isn't just something that happens to you, but is something you are an active part of; was not lost on this young man, a G/T student from a popular middle school in Dallas. Letot Center did not have any 7<sup>th</sup> graders testing this round.

Genres assessed on the English I & II EOC included:

Fiction (Readiness) • Expository (Readiness) • Literary Nonfiction (Supporting) • Persuasive (Supporting) • Poetry (Supporting) • Procedural (Embedded, Supporting) • Drama (Supporting) • Media Literacy (Embedded, Supporting) • Media Literacy (Embedded, Supporting)

8<sup>th</sup> Grade Reading and Math tested TEKS such as: (Reading) Students analyze, make inferences and draw conclusions about theme and genre in different cultural, historical, and contemporary contexts and provide evidence from the text to support their understanding. (Math) Numbers and Operations: The student applies mathematical process standards to represent and use real numbers in a variety of forms.

5<sup>th</sup> Grade Reading and Math tested TEKS such as: (Reading) Students analyze, make inferences and draw conclusions about theme and genre in different cultural, historical, and contemporary contexts and provide evidence from the text to support their understanding. (Math) Numbers & Operations: The student applies mathematical process standards to represent, compare, and order positive rational numbers and understand relationships as related to place value.

Instruction in Math for all students included increased familiarity of graphing calculators, and ELA/SS instruction reinforced the additional uses of a dictionary/thesaurus other than just to check the spelling of a word. These lifelong/real-world skill sets will certainly prepare students to take on any bear, anywhere!

**Campus Life at a Glance**

Campus Life at Letot was appreciated the most by the students during Spring Break. They received a well-deserved break March 14-18. Despite several duck and cover alerts, the pleasant weather allowed students to spend time in the courtyard reading and/or receiving other services. Some students were selected and approved by Education to attend a program-sponsored trip during the day to a play on March 23<sup>rd</sup> at Dallas Children's Theater. Progress report grades closed on March 25<sup>th</sup> leading students into the final 3-week stretch of the 5<sup>th</sup> grading period.

Between a full week of testing and Spring Break, the 3 weeks of campus life in March just blew by.

Sheri Flinn, ACA

### ACADEMY FOR ACADEMIC EXCELLENCE PROGRAM STATUS REPORT

Active Enrollments	
Student Enrollment as of March 2016:	District Total Enrollment: 517
District Average Attendance	491 (94.97%)
District Special Education Student Population	160 (30.95%)

CAMPUSES	JDC - 001	DRC - 002	MED. / YV - 003	SAU - 004	LETOT - 005
	Number	Number	Number	Number	Number
Enrollment	283	31	118	49	36
New Students	130	13	19	14	25
Withdrawals	134	18	21	28	20
Avg. Daily Attendance	280	19	117	39	36
Avg. Daily Enrollment	283	31	118	49	36
Attendance Average	98.94%	61.29%	99.15%	79.59%	100%

#### Demographics

CATEGORY	JDC - 001		DRC - 002		MED. / YV - 003		SAU - 004		LETOT - 005	
GENDER	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Female	42	(15.16%)	07	(14.29%)	00	(0.0%)	11	(26.19%)	32	(82.05%)
Male	235	(84.84%)	42	(85.71%)	118	(100%)	31	(73.81%)	07	(17.95%)
GRADE	Number		Number		Number		Number		Number	
3	0		0		0		0		0	
4	0		0		0		0		0	
5	2		0		3		0		1	
6	10		0		7		0		1	
7	29		6		10		2		2	
8	54		9		23		4		10	
9	123		27		47		23		11	
10	47		6		22		11		9	
11	10		1		6		2		5	
12	2		0		0		0		0	
AGE	Number		Number		Number		Number		Number	
10	0		0		0		0		0	
11	2		0		1		0		1	
12	3		1		2		0		1	
13	15		0		6		2		3	
14	29		2		19		1		9	
15	71		9		19		7		11	
16	111		19		39		20		12	
17	45		15		32		12		2	
18+	1		3		0		0		0	
ETHNICITY	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
African American	129	(46.57%)	23	(46.94%)	76	(64.41%)	4	(09.52%)	17	(43.59%)
Caucasian	27	(09.75%)	3	(06.12%)	11	(09.32%)	4	(09.52%)	1	(02.56%)
Hispanic	119	(42.96%)	23	(46.94%)	30	(25.42%)	34	(80.95%)	21	(53.85%)
Native American	1	(00.36%)	0	(00.00%)	0	(00.00%)	0	(00.00%)	0	(00.00%)
Other/Asian	1	(00.36%)	0	(00.00%)	1	(00.85%)	0	(00.00%)	0	(00.00%)





# ACTION ITEMS

VII



**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:** April 25, 2016  
**To:** Academy for Academic Excellence Charter School Board  
**From:** Dr. Terry S. Smith, Director  
**Subject:** 2016-2017 School Calendar for the Academy for Academic Excellence

**Background of Issue:**

The Academy for Academic Excellence Charter School (AAE) is required to adopt an academic calendar each year which meets the requirements set by the Texas Education Agency (TEA). House Bill (HB) 2610, passed by the 84<sup>th</sup> Texas Legislature, amends the Texas Education Code (TEC) 25.081, by striking the language requiring at least 180 days of instruction and replacing this language with language requiring districts and charter schools to provide at least 75,600 minutes of instruction (including intermissions, recess, etc.). AAE's calendar indicates the number of instructional days, minutes (HB 2610), grading periods with approximately an equal number of instructional days, identified staff training days, holidays, and two inclement weather days. The Juvenile Department seeks approval from the Academy for Academic Excellence Charter School Board for the 2016-2017 School Calendar.

**Impact on Operations and Maintenance:**

The 2016-2017 School Calendar for the Academy for Academic Excellence Charter School meets the TEA requirement for instructional days and minutes, as well as the number of days identified for staff training, holidays, and inclement weather. Teachers and aides are scheduled to work and are required to provide academic instruction for at least 180 days and at least 75,600 minutes. AAE's calendar surpasses the minimum requirements set by the state on days and minutes. After the approval of the calendar, a copy of the 2016-2017 School Calendar will be forwarded to Texas Juvenile Justice Department (TJJD), Texas Education Agency (TEA) and the Region 10 Education Service Center.

**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:**

There is no legal impact.

**Financial Impact/Considerations:**

There is no direct fiscal impact.

**Performance Impact Measures:**

There is no direct performance impact.

**Project Schedule/Implementation:**

The 2016-2017 School Calendar has classes scheduled to begin on August 15, 2016, and end June 1, 2017.

**Recommendation:**

It is recommended that the Academy for Academic Excellence Charter School Board approve the 2016-2017 School Calendar for the Academy for Academic Excellence, as presented.

**Recommended by:**

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



# Academy for Academic Excellence

## 2016-2017 School Calendar



### August / Agosto 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### September / Septiembre 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

### October / Octubre 2016

S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### November / Noviembre 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### December / Diciembre 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### January / Enero 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### Key Calendar Dates

Administrators Report August 1

Teachers Report August 8

School Starts August 15

School Ends June 1

Teachers' Last Day June 2

Administrators' Last Day June 23

Student/Teacher Holidays

- \* September 5 - Labor Day
- \* November 22-25 - Thanksgiving
- \* December 23 - January 6 - Winter Break
- \* January 16 - Martin Luther King, Jr. Day
- \* March 13 - 17 - Spring Break
- \* May 29 - Memorial Day

Inclement Weather Days

- \* April 14
- \* April 17

Parent/Teacher Conference

- \* October 17 - 21
- \* February 20 - 24

### Legend

- Student/Teacher Holidays
- Student Holidays/Staff Development
- Six Weeks Begins
- Six Weeks Ends
- Early Release/Professional Development
- Inclement Weather Day

### Early Release Dates

Sept. 23, Nov. 4, Feb 24, Apr 21

### Breakdown of Days

182 Student Days 75,720 minutes

8 Professional Development/Prep Days

190 Total Teacher Work Days

20 Administrative Contractual Days

210 Total Administrator Days

1 <sup>st</sup>	Six Weeks	29 Days
2 <sup>nd</sup>	Six Weeks	30 Days
3 <sup>rd</sup>	Six Weeks	29 Days
1 <sup>st</sup>	Semester	88 Days
4 <sup>th</sup>	Six Weeks	33 Days
5 <sup>th</sup>	Six Weeks	33 Days
6 <sup>th</sup>	Six Weeks	28 Days
2 <sup>nd</sup>	Semester	94 Days

### February / Febrero 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

### March / Marzo 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### April / Abril 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

### May / Mayo 2017

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### June / Junio 2017

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	11
11	12	13	14	15	16	18
18	19	20	21	22	23	25
25	26	27	28	29	30	1

### July / Julio 2017

S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					





**ACTION ITEM**

**Q.**



**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:** April 25, 2016  
**To:** Academy for Academic Excellence Charter School Board  
**From:** Dr. Terry S. Smith, Director  
**Subject:** Academy for Academic Excellence Budget Amendment #2: Maximum Entitlements and Line Item Adjustments

**Background of Issue:**

The original FY 2016 budget for the Academy for Academic Excellence (AAE) was presented to the Charter School Board and approved on June 22, 2015 (Court Order #2015-064). On January 29, 2016, the Charter School Board approved Budget Amendment #1 (Court Order #2016-009), on maximum entitlements and line item adjustments. This brief seeks authorization to make line item adjustments and amend projected totals to include the additional allocation for Title I Part A (7502) funds granted AAE in the amount of \$145,000.00 and additional funds from Instructional Materials Allotment (IMA) in the amount of \$4,600.00.

**Impact on Operations and Maintenance:**

After submission of the original Budget and Budget Amendment #1, AAE received an additional allocation of \$145,000.00 for Title I part A and \$4,600.00 from IMA funds. The additional funds will be used to hire part-time staff to fill vacant positions needed to complete the 2015-2016 school year, hire staff for AAE's summer school program (AAE's Summer School Plan is attached) and the purchase of textbooks. IMA funds will be used to purchase computer hardware. Budget allocations indicated below:

**7502 (Title I-Part A - additional allotment)**

6100 Salary – Substitute Teachers (1060)	\$120,000.00 (phase I - 14 staff; phase II - 23 staff; 2 part-time staff)
6300 Books and Materials (2950)	\$25,000.00
<b>TOTAL</b>	<b>\$145,000.00</b>

**7500 IMA Funds (additional allotment)**

6300 Computer Hardware (2093)	
AAE is requesting approval to purchase two Microsoft Surface Pro Tablets. AAE received quotes from Dallas County Purchasing Department for the tablets and approved by the Informational Technology (IT) Department for compatibility purposes. They will be used by Administration for classroom observations, on-line workshops, etc.	
<b>TOTAL</b>	<b>\$4,600.00</b>

Additionally, adjustments to line items in State Aid are required to fulfill required obligations. Listed are the specific line item adjustments needed in State Aid:

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*To assist referred youth in becoming productive,  
law abiding citizens, while promoting public safety and victim restoration.*  
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**7500 (State Aid) Line Item Adjustments**

**Decrease**

2080 Dues and Subscriptions	\$2,500.00
2150 License and Permits	\$2,200.00
2540 Groceries	\$20,000.00
7010 Building Rental	\$20,000.00
<b>TOTAL</b>	<b>\$44,700.00</b>

**Increase**

8610 Special Equipment	\$9,000.00 (cameras to comply with Senate Bill 507)
2950 Books and Supplies	\$14,000.00 (textbooks)
2460 Training	\$1,000.00
7230 Utilities	\$20,000.00 (separate utilities from the rent)
2090 Property Less Than \$5,000.00	\$700.00 (1 scanner and 1 printer)
<b>TOTAL</b>	<b>\$44,700.00</b>

**Strategic Plan Compliance:**

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

**Legal Information:**

The AAE budget requires the approval of the AAE Charter School Board.

**Financial Impact/Considerations:**

This information has been reviewed and approved by Ms. Carmen Williams, Budget Service Manager.

**Performance Impact Measures:**

There are no specific performance measures.

**Project Schedule/Implementation:**

The Budget Amendment #2 will be implemented for the remainder of FY 2016 in accordance with state and federal guidelines and timelines.

**Recommendation:**

It is recommended that the Academy for Academic Excellence Charter School Board approve Budget Amendment #2, as presented.

Recommended by:



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

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

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## AAE's Summer School Plan

(Title I Part A - 7502)

AAE's proposed summer school plan is below. The plan is in two phases. Each phase includes summer school dates, testing dates, staffing and budgetary needs.

<b>Phase I: 5<sup>th</sup> and 8<sup>th</sup> grade Re-Testers</b> <b>June 13<sup>th</sup>-June 24<sup>th</sup></b>	<b>Campus Staff Needs:</b> Five teachers – Campus 001
	0 teachers at Campus 002 (DRC) students will combine with Campus 004 (SAU)
	Campus 003 – three teachers (SAU and DRC)
	Campus 004 – one teacher/ one sped to float
	Campus 005 – two teachers
	GED – 1 teacher to allow students to complete GED Prep – 1 teacher
<b>Phase I Staffing Needs:</b> 14 teachers 6/6-10 4 hrs. each day (instruction) 6/13-17 4 hrs. each day (instruction) 6/20 – 4 hrs. (instruction) 6/21 & 22 - 6 hrs. each day test administration 6/23 – 4 hrs. 6/24 – 3 hrs. (4 identified staff)	<b>Budget Needs: \$19,404.00 (7502)</b> (teaching staff, testing and finalizing tests)  <b>Phase I Total: \$19,404.00 (7502)</b>
<b>Phase II – EOC Re-Testers</b> <b>EOC RETESTS for high school: July 8 – prep day</b> <b>July 11 – 15</b> <b>High School re-testers –July 11 – July 15 materials turned in July 15</b>	Campus 001 – ten teachers Campus 002 – will combine with Campus 004 Campus 003 – four teachers Campus 004 – two teachers Campus 005 – two teachers Data analyst – July 7 and July 8 Summer school facilitator - all campuses (July 8- July 18)
<b>Phase II Staffing Needs:</b> 19 teachers, 1 data analyst, 3 campus facilitators July 7 - 4 hrs. (data analyst & campus facilitators) July 8 – 4 hrs. (all staff) July 11-15 - 6 hrs. each day (excludes data analyst)test administration July 18 – 4 hrs. (4 identified staff, campus facilitators)	<b>Budget Needs: \$17,790.00 (7502)</b> (teaching staff, data analyst, campus facilitators)  <b>Phase II Total: \$17,790.00 (7502)</b>
<b>Summer School Totals:</b>	<b>Phase I and II Totals: \$37,194.00 (7502)</b>

### Accelerated Instruction (Test Prep) Grades 5<sup>th</sup> and 8<sup>th</sup>

June 6 - 10 – Accelerated Instruction

June 13 – June 17 – Accelerated Instruction

June 20 – Accelerated Instruction

### June 21-23, 2016 STAAR Test Administration

Friday, June 24 – Identified teachers (also serving as test coordinators) will turn in tests

### July 8; July 11-15; and July 18 - EOC Testing Window

July 7 – Prep day (identified staff)

July 8 – Prep day (all staff)

July 11-15 - Algebra I, Biology, English I and II and US History (teachers and campus facilitators)

July 18 – Identified teachers (also serving as test coordinators) will turn in tests and campus facilitators



## ACADEMY FOR ACADEMIC EXCELLENCE CHARTER SCHOOL BOARD ORDER

ORDER NO: 2016 - XXX

DATE: April 25, 2016

STATE OF TEXAS §

COUNTY OF DALLAS §

**BE IT REMEMBERED** at a regular meeting of the Academy for Academic Excellence Charter School Board of Dallas County, Texas, held on the 25<sup>th</sup> day of April 2016, in accordance with the Texas Open Meetings Act, with a quorum of the members present, to wit:

Name	Name	Name
Name	Name	Name
Name	Name	Name

Where, among other matters, came up for consideration and adoption the following Academy for Academic Excellence Charter School Board Order:

**WHEREAS,** the original FY 2016 budget for the Academy for Academic Excellence (AAE) was presented to the Charter School Board and approved on June 22, 2015 (Court Order #2015-064). On January 29, 2016, the Charter School Board approved Budget Amendment #1 (Court Order #2016-009), on maximum entitlements and line item adjustments. This brief seeks authorization to make line item adjustments and amend projected totals to include the additional allocation for Title I Part A (7502) funds granted AAE in the amount of \$145,000.00 and additional funds from Instructional Materials Allotment (IMA) in the amount of \$4,600.00; and

**WHEREAS,** after submission of the original Budget and Budget Amendment #1, AAE received an additional allocation of \$145,000.00 for Title I part A and \$4,600.00 from IMA funds. The additional funds will be used to hire part-time staff to fill vacant positions needed to complete the 2015-2016 school year, hire staff for AAE's summer school program (attached) and the purchase of textbooks. IMA funds will be used to purchase computer hardware. Budget allocations indicated below:

**7502 (Title I - Part A additional allotment)**

6100 Salary – Substitute Teachers (1060)	\$120,000.00 (phase I - 14 staff; phase II - 23 staff; 2 part-time staff)
6300 Books and Materials (2950)	\$25,000.00
<b>TOTAL</b>	<b>\$145,000.00</b>

**7500 IMA Funds (additional allotment)**

6300 Computer Hardware (2093)

AAE is requesting approval to purchase two Microsoft Surface Pro Tablets. AAE received quotes from Dallas County Purchasing Department for the tablets and approved by the Informational Technology (IT) Department for compatibility purposes. They will be used by Administration for classroom observations, on-line workshops, etc.

<b>TOTAL</b>	<b>\$4,600.00</b>
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Additionally, adjustments to line items in State Aid are required to fulfill required obligations.  
Listed are the specific line item adjustments needed in State Aid:

**7500 (State Aid) Line Item Adjustments**

**Decrease**

2080 Dues and Subscriptions	\$2,500.00
2150 License and Permits	\$2,200.00
2540 Groceries	\$20,000.00
7010 Building Rental	\$20,000.00
<b>TOTAL</b>	<b>\$44,700.00</b>

**Increase**

8610 Special Equipment	\$9,000.00 (cameras to comply with Senate Bill 507)
2950 Books and Supplies	\$14,000.00 (textbooks)
2460 Training	\$1,000.00
7230 Utilities	\$20,000.00 (separate utilities from the rent)
2090 Property Less Than \$5,000.00	\$700.00 (1 scanner and 1 printer)
<b>TOTAL</b>	<b>\$44,700.00; and</b>

**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; and

**WHEREAS,** the AAE budget requires the approval of the AAE Charter School Board; and

**WHEREAS,** the Budget Amendment #2 will be implemented for the remainder of FY 2016 in accordance with state and federal guidelines and timelines; and

**WHEREAS,** it is recommended that the Academy for Academic Excellence Charter School Board approve Budget Amendment #2, as presented.

**IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED** that the Academy for Academic Excellence Charter School Board approve Budget Amendment #2: Acceptance of Additional Allocations and Line Item Adjustments.

**DONE IN OPEN BOARD MEETING** this 25<sup>th</sup> day of April, 2016.

The foregoing Academy for Academic Excellence Charter School Board Order was lawfully moved by \_\_\_\_\_ and seconded by \_\_\_\_\_, and duly adopted by the Academy for Academic Excellence Charter School Board on a vote of \_\_\_\_\_ for the motion and \_\_\_\_\_ opposed.

Recommended by:

Approved by:

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

\_\_\_\_\_  
Judge Cheryl Lee Shannon, President  
Academy for Academic Excellence School Board



**ACTION ITEM**

**R.**



**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:** April 25, 2016  
**To:** Academy for Academic Excellence Charter School Board  
**From:** Dr. Terry S. Smith, Director  
**Subject:** Senate Bill 507 - Request to Purchase Video Cameras

**Background of Issue:**

Senate Bill 507 Sec. 29.022, added by the 84<sup>th</sup> Legislature, states, in part: *in order to promote student safety on request by a parent, trustee, or staff member, a school district or open-enrollment charter school shall provide equipment, including a video camera, to each school in the district or each charter school campus in which a student who receives special education services in a self-contained classroom or other special education setting is enrolled. Each school or campus receiving equipment shall place, operate, and maintain one or more video cameras in each self-contained classroom or other special education setting.* A video recording of a student is confidential and may not be released or viewed except by appropriate Administrative Staff. To comply with Senate Bill 507, the Academy for Academic Excellence is requesting approval to purchase nine video/audio cameras to be placed in special education classrooms through-out the District. The projected cost is not to exceed \$9,000.00 for special equipment (8610) to be paid from State Aid (7500). Dallas County Informational Technology Department, Lead Electronic Tech/Supervisor Ryan Piper provided a quote; for installing and managing the video/audio storage at each site.

**Impact on Operations and Maintenance:**

Video cameras must be capable of covering all areas of the classroom or other special education setting, except the inside of a bathroom or any area in the classroom or setting in which a student's clothes are changed may not be visually monitored; and recording audio from all areas of the classroom or other special education setting. A district shall retain video recorded from a camera for at least six months. A video recording of a student made according to this section is confidential and may not be released or viewed except for the following:

- A school district employee or parent/guardian of a student who is involved in an incident documented by the recording for which a complaint has been reported.
- Appropriate Department of Family and Protective Services personnel as part of an investigation.
- A peace officer, school nurse, district administrator trained in de-escalation and restraint techniques or human resources staff member, designated by the Board, in response to a complaint or an investigation.
- Appropriate agency or State Board for Educator Certification personnel or agent as part of an investigation.

**Strategic Plan Compliance:**

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

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

This information has been approved by Ms. Denika Caruthers, Dallas County Juvenile Department's Administrative Legal Advisor.

**Financial Impact/Considerations:**

This information has been reviewed and approved by Ms. Carmen Williams, Budget Service Manager.

**Performance Impact Measures:**

To promote student safety for students who receive special education services.

**Project Schedule/Implementation:**

Implementation will begin in the Fall Semester of the 2016-2017 school year, after Board approval.

**Recommendation:**

It is recommended that the Academy for Academic Excellence Charter School Board approve the request to purchase nine video cameras to comply with Senate Bill 507. The projected cost is not to exceed \$9,000.00 for special equipment (8610) to be paid from State Aid (7500).

**Recommended by:**

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





# EXECUTIVE SESSION VIII