



**DALLAS COUNTY JUVENILE BOARD**

**Agenda**

**Monday, March 27, 2017 5:00 p.m.**

**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**

2017 MAR 22 PM 3:18  
Dallas County

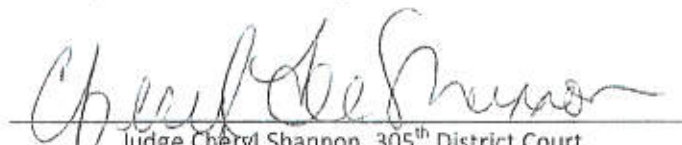
- I. **Call to Order**
- II. **Approval of Minutes**  
January 23, 2017 (to correct Judge Amber Givens-Davis Name)  
February 27, 2017
- III. **Public Comment (Limited to 3 minutes per individual or organization)**
- IV. **Discussion Items-Juvenile Department**
  - A. Director's Report
  - B. Juvenile Justice Alternative Education Program (JJAEP) Update
- V. **Action Items - Juvenile Department**
  - C. Juvenile Processing Office – Balch Springs Police Department
  - D. Youth Service Advisory Board (YSAB) Juror Fund Recommendation for Fiscal Year 2017-Summer Programs for E.S.T.E.E.M. Court's Family Retreat and Community Service Restitution Summer Program
  - E. Ratification of Criminal Justice Division (CJD) FY2018 Continuation Grant Funding Applications for Drug Court, E.S.T.E.E.M. Court, Family Violence Intervention Program, Mental Health Court, and Residential Drug Treatment program
  - F. Ratification to Accept Funds from the TJJD Request for Funding Supplemental and Emergent Needs
  - G. Juvenile Department Administration Policy and Procedures Revisions 2017
  - H. Summer School 2017 for Juvenile Justice Alternative Education Program
  - I. 2017-2018 School Calendar for the Dallas County Juvenile Justice Alternative Education Program
  - J. Request to extend the existing Residential and Non-Residential Services Contract
  - K. Any subsequent action deemed necessary as a result of VIII – Contacts - RFP#2017-18-6642
- VI. **Discussion Items – Academy for Academic Excellence (AAE) Charter School**
  - L. AAE Charter School Update
- VII. **Action Items – AAE Charter School**
  - M. 2017-2018 School Calendar for the Academy for Academic Excellence
  - N. Academy for Academic Excellence Budget Amendment 2: Additional revenue, line item adjustment and summer school proposal
- 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      Security      Personnel      Contacts: RFP#2017-18-6642

**Notes: \*Individuals Wishing to Speak during the Public Comment Period Must Register with the Director's 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 Shannon, 305<sup>th</sup> District Court  
Chairman, Dallas County Juvenile Board



# APPROVAL OF MINUTES

II.

DALLAS COUNTY

TIME: 5:00 p.m.

JUVENILE BOARD

PLACE: Henry Wade Juvenile Justice Center  
305<sup>th</sup> Master's Courtroom, Rm., A332, 3<sup>rd</sup> Floor  
2600 Lone Star Drive  
Dallas, TX 75212

## MEMBERS PRESENT:

Judge Cheryl Lee Shannon, Chairman  
Commissioner John Wiley Price, Vice-Chairman  
Judge Craig Smith  
Judge Paula Miller  
**Judge Amber Givens-Davis**-Amended (3/9/2017)  
Judge Andrea Plumlee

## MEMBERS ABSENT:

Judge Clay Jenkins  
Judge Ken Molberg  
Judge Andrea Martin

**I. Call to Order**

The Dallas County Juvenile Board meeting was held at the Henry Wade Juvenile Justice Center, in the 305<sup>th</sup> Master's Courtroom. Judge Cheryl Lee Shannon, Chairman, called the Juvenile Board Meeting to order at 5:00 p.m., noting, there were enough members present for a quorum. Commissioner John Wiley Price, Vice-Chairman immediately moved to suspend the agenda. Judge Craig Smith seconded; Motion passed unanimously. Commissioner Price then moved to open as the Academy for Academic Excellence, Judge Amber Givens-Davis seconded; Motion passed unanimously.

**Convened as the Academy for Academic Excellence**

Commissioner Price informed the Board the suspended agenda would have no direct impact to Discussion Items **K** and **M**, and directed their attention to Discussion item **L**.

- L The acceptance of the Annual Financial Audit Report.** Commissioner Price noted that Deloitte & Touche LLP along with the Dallas County Auditor and staff were present. Dr. Smith then introduced Cameron Decker and Terry Kyle from Deloitte & Touche LLP, Darryl D. Thomas, Dallas County Auditor and Wessen Stefanos, Assistant Dallas County Auditor. Dr. Smith then stated in total, the net change in fund balance was a positive \$195,945 compared to a negative \$14,709 for the prior year.

- Dr. Smith then recommended the Academy for Academic Excellence Charter School Board accept the Academy for Academic Excellence School's annual audit for Fiscal Year 2016, conducted by Deloitte & Touche, and authorize the President of the Academy for Academic Excellence School Board to sign the document as presented by the auditors upon review and approval by the Dallas County Auditor's Office for submission to TEA. Dr. Smith explained to the Board that Deloitte & Touche was granted a 150-day extension after August 31, 2016, which was the end of fiscal year, to complete the audit and submit it to TEA. She also stated that it is the request of Deloitte & Touche the draft presented in tonight's meeting is signed by the Board's president.
- Commissioner Price asked for a statement of record from the auditors.



MINUTES OF MEETING DATE: February 27, 2017

DALLAS COUNTY

TIME: 5:02 p.m.

JUVENILE BOARD

PLACE: Henry Wade Juvenile Justice Center  
305<sup>th</sup> Master's Courtroom, Rm., A332, 3<sup>rd</sup> Floor  
2600 Lone Star Drive  
Dallas, TX 75212

MEMBERS PRESENT:

Judge Cheryl Lee Shannon, Chairman  
Judge Craig Smith  
Judge Paula Miller  
Judge Andrea Plumlee  
Judge Ken Molberg

MEMBERS ABSENT:

Judge Clay Jenkins  
Commissioner John Wiley Price, Vice-Chairman  
Judge Ken Molberg  
Judge Andrea Martin  
Judge Amber Givens-Davis

**I. Call to Order**

The Dallas County Juvenile Board meeting was held at the Henry Wade Juvenile Justice Center, in the 305<sup>th</sup> Master's Courtroom. Judge Cheryl Lee Shannon, Chairman, called the Juvenile Board Meeting to order at 5:02 p.m., noting there were not enough members present for a quorum. The Chairman called for the Director's Report to be read.

**II. Discussion Items-Juvenile Department**

**A. Director's Report**

Dr. Smith began by informing the Board that Action items F and L had been pulled from the agenda. She then acknowledged the untimely passing of Ms. Stephanie Baker Green. Ms. Green worked as the Assistant D.A. Liaison and worked for the Juvenile Department for 18 years. Dr. Smith also acknowledged the retiring of Ms. Pamela DeGroff, Probation Officer in the Court Liaison Unit, and Ms. Rosie Wilson, Field Probation Officer in District 8, both women served the Department for 35 years. She also acknowledged Natalie Gardener, secretary for the Placement Unit as the Employee of the month for February. Dr. Smith went on to say that, all areas of the Department are doing an extraordinary job ensuring that our youth are provided the best services available, from volunteers to community involvement. She mentioned that Nicole Prather, Ombudsman had made a surprise visit to Medlock. The visit proved to be successful as there were no violations found. She mentioned that Letot RTC has been approved to go "secure" and plans are underway to make the building fully functional as a secure facility. Dr. Smith concluded by reiterating the services in all areas continue to be impeccable.

- Judge Shannon wanted to know the current number of residents at Letot RTC. Mr. Armwood replied, twelve.



- Judge Shannon stated that in regards to quantifying the volunteer services, more specifically the church services as this is always a concern of Commissioner John Wiley Price, she stated that on two recent occasions a Department volunteer and a family member of a youth who is currently in our system have approached her. She stated the volunteer and the family alike were both appreciative of and amazed at the services the Department is providing. Both parties mentioned noticeable changes in their youth, Judge Shannon ended by saying that she is not sure how to measure the intrinsic value of the programs that are offered by the Department, but she can say that whatever it is that we are doing, it is working.

#### **B. JJAEP Update**

- Dr. Smith began by acknowledging Judge Rhonda Hunter as the new Assistant District Attorney for the Juvenile Civil Division. She reported the children were out of school on winter break and returned January 9, 2017. She stated that programs and services continue and the staff continues to do a great job.
- Judge Shannon interjected and acknowledged for the record that Judge Paula Miller arrived at 5:15 pm., thereby noting a quorum was present.

#### **III. Public Comments (Limited to 3 minutes per individual or organization)**

Judge Shannon noted there was no one present for public comments.

#### **IV. Action Items- Juvenile Department**

##### **C. Appointment of Associate Judges and Referees/Masters and the Administration of Oath**

Judge Shannon stated for the record that the oath would not take place tonight. She stated the list of the approved Associate Judges and Referees/Master would be named but an arrangement has been made for those approved to take the oath before sitting on the bench. Dr. Smith read the list of names for the record: Associate judges: Judge Alice Rodriguez, of the 304<sup>th</sup> District Court and Judge Derrick Morrison, of the 305<sup>th</sup> District Court. Referees and Masters courts she listed, Judge Melinda Forbes, Judge Joseph Rosenfield, Judge Mary McAndrews, Judge George Ashford III, Judge Robert Herrera, Judge Cheryl Jaksa, Judge George West, Judge John Lopez, and Judge J.R. Cook.

- Judge Shannon stated for the record, that Judges Rodriguez and Morrison names should not be included on the list as they are up for re-appointment in 2018 along with her and Judge Andrea Martin. She also reminded the Board they had agreed to bring the others up for re-appointment every two years.
- Judge Andrea Plumlee moved to accept the list of Associate Judges and Referees/Masters Judges, Judge Ken Molberg seconded; motion passed unanimously.

##### **D. Fair Defense Act Appointment of Defense Attorneys**

Dr. Smith began by stating that in 2001, the Texas Legislature also enacted the Fair Defense to improve the quality of defense services for the indigent in criminal and juvenile cases. The Fair Defense Act requires each Juvenile Board to make public a plan specifying qualifications for court-appointed attorneys in juvenile cases. She informed the Board there is a list of approved attorneys who can represent our youth for each court. She also stated there is a list of Spanish speaking attorneys for our Spanish speaking families. Dr. Smith asked the Board to approve the list of attorneys for appointment for the 304<sup>th</sup> and 305<sup>th</sup> District Courts to represent indigent juveniles. Judge Shannon noted for the record they are abiding by the indigent defense "wheel" for court appointed attorneys.

- Judge Craig Smith moved to approve the list of appointed attorneys for indigent juveniles, Judge Plumlee seconded; motion passed unanimously.

**E. Ratification of Criminal Justice Division (CJD) FY2018 New Program Grant Application for the Evening Reporting Center**

Dr. Smith informed the Board, the Department would be requesting \$78,398.22 for the Evening Reporting Center grant. She stated this is the ratification since the funding cycle has ended and the renewal application was due on February 20, 2017, the Juvenile Department is applying for a new three-year grant cycle. Dr. Smith added that at this particular time there is no cash match. Dr. Smith asked the Board to approve the ratification of submission for this grant for the amount of \$78,398.22.

- Judge Shannon asked if the Evening Reporting Center and this grant were impacted by the statement from the governor's office? Dr. Smith answered yes, but after Ms. Denika Caruthers, Legal Advisor for the Juvenile Department contacted the State, it was confirmed that only the Sheriff's office needed to respond. Dr. Smith ensured the Board that the Sheriff's office had responded and their response removed any impact that would have affected the Department. We were able to submit the letter from the Sheriff with our grant application.
- Judge Smith moved to ratify the CJD FY2018 grant for the Evening Reporting Center; Judge Miller seconded; motion passed unanimously.

**F. Ratification of Criminal Justice Division (CJD) FY2018 Continuation Grant Funding Applications for Drug Court**

This Item was pulled, there was no discussion on the topic.

**G. Probation Services Division Policy and Procedures**

Dr. Smith asked the Board to approve the 2017-2018 revisions of the Probation Services Division Policy and Procedures and for authorization to allow the Director or designee to modify any policy and procedure as needed before the next annually scheduled Juvenile Board meeting.

- Judge Molberg moved to approve the 2017-2018 Probation Services Division Policy and Procedures, Judge Miller seconded; motion passed unanimously.

**H. Juvenile Processing Offices- Carrollton PD, Garland PD, Hutchins PD, and Rowlett PD**

Dr. Smith stated the Carrollton Police Department has moved into a new building located in front of the old building, but the address remains the same. The proposed offices are Rooms 157-JPO1, 138-JPO2, 137-JPO3, 136-JPO-, and 135-JPO5 located at 2025 E. Jackson Rd., Carrollton, Texas 75006. Rudy Acosta, Deputy Director of Probation Services, on January 26, 2017 and February 8, 2017 inspected the rooms. In calendar year 2016, the Carrollton Police Department referred 81 juveniles to the Dallas County Juvenile Department. Of the 81 referrals, 50 (61.7%) were Hispanic, 23 (28.4%) were Black, 7 (8.6%) were White and 1 (1.2%) was Asian or Pacific Islander. Of the 81 referrals, 64 (79.0%) were male and 17 (21.0%) were female.

Garland Police Department maintains Juvenile Processing Offices, room J1008 and J1015 located at the Garland Police Department, 190 W. State Street, Garland, Texas 75042. Rudy Acosta, Deputy Director of Probation Services on January 10, 2017 inspected the rooms. In calendar year 2016, the Garland Police Department referred 280 juveniles to the Dallas County Juvenile Department. Of the 280 referrals, 120 (42.9%) were Hispanic, 100 (35.7%) were Black, 56 (20.0%) were White and 4 (1.4%) were Asian or Pacific Islander. Of the 280 referrals, 207 (73.9%) were male and 73 (26.1%) were female.

Hutchins Police Department maintains a Juvenile Processing Office, Patrol/Briefing Room, located at the Hutchins Police Department, 205 W. Hickman Street, Hutchins, Texas 75241. Ms. Leah Probst, Pre-Adjudication Manager on January 11, 2017 inspected this room. In calendar year 2016, the Hutchins Police Department referred one juvenile, a Hispanic male, to the Dallas County Juvenile Department.

Rowlett Police Department maintains a Juvenile Processing Office, Room 3, located at the Rowlett Police Department, 4401 Rowlett Road, Rowlett, Texas 75088. Rudy Acosta, Deputy Director of Probation Services on January 17, 2017 inspected the rooms. In calendar year 2016, the Rowlett Police Department referred 45 juveniles to the Dallas County Juvenile Department. Of the 45 referrals, 19 (42.2%) were Black, 17 (37.8%) were White, 6 (13.3%) were Hispanic, 2 (4.4%) were Asian or Pacific Islander, and 1 (2.2%) was American Indian or Alaskan Native. Of the 45 referrals, 38 (84.4%) were male and 7 (15.6%) were female.

Dr. Smith noted that all sites and rooms were determined to be suitable as Juvenile Processing Offices and the designated areas are clearly identified and has affixed signage. Dr. Smith concluded that she is still in the process of meeting with the Police Chiefs of the departments with the highest referrals. Judge Shannon asked the Director if this was the second round of Juvenile Processing Offices. Dr. Smith stated yes-per our previous decision of every other for inspection.

- Judge Miller moved to approve all sites and rooms as Juvenile Processing offices, Judge Smith seconded; motion passed unanimously.

**I. Youth Services Advisory Board Juror Fund Recommendation for FY2017 with Café Momentum and Juvenile Justice Alternative Education Program Food Bank.**

Dr. Smith stated the purpose of this brief is to request approval of the YSAB Juror Fund Recommendation for FY2017 and to request authorization to execute the attached MOU with for Café Momentum. She explained that Café Momentum would be implementing a mental health component called Structured Therapy for Adolescent Recovery (STAR). This component will engage clinicians to provide assessments, and both group and individual therapy for their clients. Funding for this addition is for \$34,031.00.

Dr. Smith then explained that in August 2016, The North Texas Food Bank School Pantry Program was discontinued and affected our ability to help the youth and families we serve. She stated that funding for \$9,000.00 allocated to the JJAEP food pantry by YSAB would allow it to remain operational for the remainder of the year, thereby combating food insecurity among our youth and their families by offering a healthy variety of food staples, as well as hygiene products. Dr. Smith asked the Board to approve the YSAB recommendation for a juror fund allocation for FY2017 Café Momentum and JJAED food bank for \$43,031.00.

- Judge Miller moved to approve the recommendation for FY2017 with Café Momentum and JJAEP food bank in the amount of \$43,031.00, Judge Molberg seconded; motion passed unanimously.
- Judge Molberg moved to grant the execution of the attached MOU for Café Momentum, Judge Smith seconded; motion passed unanimously.

**J. Memorandum of Understanding between Dallas County Juvenile Department and Youth with Faces (YWF), Culinary Arts Program**

Dr. Smith informed the Board the services provided by Youth with Faces will occur at the Dallas County Youth Village, Medlock Treatment Center and Letot Residential Treatment Center. She added that once the youth complete training with YWF they begin working at Café Momentum. The department asks the Board's approval of the MOU between Dallas County Juvenile Department and Youth With Faces.



- Judge Molberg moved to approve the MOU between Dallas County Juvenile Department and Youth with Faces (YWF), Culinary Arts Program, Judge Smith seconded; motion passed unanimously.

**K. Approval of Contract with Johnson County Juvenile Department for Pre-Adjudication Beds at Dr. Jerome McNeil Jr. Juvenile Detention Center**

Dr. Smith reminded the Board this contract is a part of the Texas Juvenile Justice Departments Regionalization Plan mandated by SB1360 from the 84<sup>th</sup> legislative session. She stated the Dallas County Juvenile Department has capped the total amount of beds to be contracted with all counties at sixteen (16) and any additional bed will require an administrative approval by the Dallas County Chief Probation Officer. Dr. Smith asked the Board to approve the proposed contract with the Johnson County Juvenile Department to house that County's youth who require secure pre-adjudication services in the Dr. Jerome McNeil Jr. Juvenile Detention Center.

- Judge Plumlee moved to approve the contract with Johnson County Juvenile Department, Judge Miller seconded; motion passed unanimously.

**L. Approval of Contract with Ellis County for Pre-Adjudication Beds at Dr. Jerome McNeil Jr. Juvenile Detention Center**

This item was pulled, there was no discussion on the topic.

**M. Interlocal Agreement between DISD and the Dallas County Juvenile Department**

Dr. Smith explained the purpose of this agreement is to provide a safe, secure, and prepared shelter for the Dallas County Juvenile Department youth during Disasters and Civil emergencies by partnering with Dallas Independent School District. DISD has approved the use of any available DISD location if we need to evacuate.

- Judge Molberg moved to approve the Interlocal Agreement between DISD and the Dallas County Juvenile Department, Judge Smith seconded; motion passed unanimously.
- Judge Shannon entertained a motion to recess from the Juvenile Board. Judge Plumlee moved to recess from the Juvenile Board, Judge Smith seconded; motion passed unanimously.
- Judge Plumlee moved to convene as the Academy for Academic Excellence, Judge Miller seconded; motion passed unanimously.

**V. Discussion Items-Academy for Academic Excellence (AAE) Charter School**

**N. Charter School Update**

Dr. Smith reiterated the report reads the same as JJAEP as Charter was also on winter break.

**VI. Action Items-AAE Charter School**

**O. Approval of Interlocal Transportation Agreement between Dallas County Schools and Academy for Academic Excellence**

Dr. Smith informed the Board this agreement is being presented to the Board due to a rate increase. Under the current contract, 2015-2016 the total amount paid to DCS Transportation, for SAU students was \$209,115.27 at the rate of \$89 for the first three hours and \$15.27 per hour thereafter. The proposed rate for the 2016-2017 school years are \$206.60 for the first three hours and \$35.42 per additional hour thereafter. This increase will come from State-Aid monies. John Ames, Tax Collector, and

Ryan Brown, Dallas County Budget Officer has been informed of the increase and understands they will have to pay the additional fee. She added that Ms. Ramos and her team are working diligently to find other alternative transportation. Judge Molberg asked for clarity purposes, "At the present time, we do not have alternative transportation?" Dr. Smith replied the Department is looking into all possible alternatives to include possibly purchasing its own transportation vehicles.

- Judge Smith moved to approve the interlocal agreement between Dallas County Schools and AAE, Judge Molberg seconded; motion passed unanimously.
- Judge Plumlee moved to recess as AAE, Judge Miller seconded; motion passed unanimously.
- Judge Plumlee moved to reconvene as Juvenile Board, Judge Molberg seconded; motion passed unanimously.

#### **Executive Session**

There were no issues for discussion.

- Judge Plumlee moved to adjourn the meeting, Judge Molberg seconded; motion passed unanimously.
- Meeting adjourned at 5:30 pm.



# **PUBLIC COMMENT III.**





# DISCUSSION ITEMS IV.



DISCUSSION

ITEM

A.

## **DIRECTOR'S REPORT**

### **March 2017**

The Juvenile Department recognized outstanding departmental employees for January and February 2017: ***DCJD Employee of the Month for January:*** Ms. Cynthia Wallace, Detention Center, Training Coordinator. ***DCJD Employee of the Month for February:*** Mr. Jose Baylon, Assistant Supervisor, District #4 DCJD.

#### **PROBATION SERVICES**

The DCJD Black History Committee (BHC) hosted the 24th Annual Black History Celebration Program and Medlock Scholarship Presentation on February 24, 2017. A total of five well deserving youth were each awarded the Lyle B. Medlock Scholarship and a laptop computer. The total of all scholarships and laptop awards was \$6,500. During Black History Month, the BHC highlighted the rich history and contributions of African Americans. This year's theme was "Birth of a Nation ~ How We Evolved". During the month, the BHC hosted a HBCU College Fair and a 4 week training series, culminating with an outstanding tribute to those who have made history. Rosie Wilson and Pam DeGroff both retired after 35 years of service.

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

Throughout the month of February 2017, one hundred and sixty-one (161) youth completed a total of five hundred and fifty-five (555) Court Ordered CSR hours at various approved CSR sites in Dallas County. A supervised Community Service Restitution project was held at the Salvation Army Dinner Feeding, resulting in the completion of twelve (12) CSR hours by three (3) youth.

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

Psychology staff referred **27** youth for psychiatric services during February, a total of **27** psychiatric consultations was performed with **13** of those being follow-up consultations. Of the **14** initial psychiatric consultations performed: **10** resulted in no medication being prescribed, **1** had already been prescribed psychotropic medications and continued those, **3** youth was already prescribed psychotropic medication and the medication was discontinued, and **0** were started on medication.

#### **INSTITUTIONAL SERVICES DIVISION**

##### **DETENTION CENTER**

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

We postponed our ASK Campaign ("ASK"-Adapt-Speak-Know) to give the residents an opportunity to participate in the Black History Committee's Poster and Writing Contest. We are proud to say that one of our Detention residents placed first in the high school poster contest. He won a \$50 Walmart gift card for his depiction of Hidden Figures.

Therefore, the ASK Campaign ("ASK" – Adapt – Speak – Know! Adapt – a new way of thinking; Speak – open my mouth and ask for assistance; Know – know what I need and how to ask) will begin in March.

The goal is to encourage our youth to ASK – their teachers, staff, volunteers, Probation Officers and everyone who will listen. We hope you will join us in answering!



**Volunteer Programs and Residents Activity:**

**Total Volunteers/Hours for February:** Volunteers: 72; Hours: 264.25

Dallas County HHS tested/counseled **37** residents, **0** positive for Syphilis and **0** positive for HIV.

**Volunteer Programs:** Other Programs: Lend-an-Ear.

**Life/Social Skill Programs:** Catholic Diocese – Learning for Life; New Friends New Life – Refuge; Succeeding @ Work – Teens @ Work; Traffick911 – TRAPS (Traps of a Trafficker); NTRUPT – Making Proud Choices.

**Spiritual Enrichment/Ministry Bible Study:** Covenant Church, A-Team, Snickers Church (formally 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.

**Life & Social Skills/Spiritual Enrichment Combo:** MTO Leadership Development (Ministry through Originality); I Am Second; More Than Jewels.

**Chaplain's Report:** Counsel/Prayer: visited several units, Detention and post.

**February Special Programs/Events:** Special Event:

Movie Night: Movies and refreshments made possible by Snickers Church –Seasons of Gray and Woodlawn.

Friday Night Socials - made possible by Covenant Church Juvenile Ministry

- Residents attending Socials: Honors Girls, Honors Males and RDT Girls.

**MARZELLE C. HILL TRANSITION CENTER**

**Program and Residents Activities:** On Thursday, February 9, the residents had their first talent show. Also, Level 4 residents participated in art program.

**Medical Services:** There was one (1) medical issue during the month of February 2017 that required off-site transport.

**Services:** 7 groups from the CAI (Community Alternative Initiative) Program which are done by the case manager, including 16 individuals provided a total 36 hours of service.

DETENTION CENTER			
Detention	Jan	Feb	YTD
Admissions	246	241	487
Releases	232	227	459
ADP	145	163	153
Detention Hearings	407	434	841
TJJD Placement Trips	18	11	29
Local trips	78	123	201
Youth transported	75	51	126
START			
Admissions	4	7	11
Releases	10	8	18
Successful	7	8	15
Unsuccessful	3	0	3
Administrative	0	0	0
ADP	26	20	23

HILL CENTER			
	Jan	Feb	YTD
Admissions	28	28	56
ADP	28	34	62
Releases	28	27	55
Total Youth Served	59	57	116

**MEDLOCK CENTER**

**New Initiatives:** Medlock boys were engaged in activities to celebrate Black History Month. On February 14th, Commissioner John Wiley Price spoke to the boys with a focus on Black History in Dallas County, their neighborhoods, and overall view. He mentioned several of the Juvenile Department institutions (Marzelle Hill Center; Dr. Jerome McNeil Detention Center; Lyle B. Medlock Treatment Facility) are named after prominent black individuals. Commissioner Price reminded the boys about such things as, "When you read, you lead" and "Know it don't just throw it." On February 24, 2017 Resident J. C. was recognized for receiving third place in the poster contest for the Black History Committee. He was awarded a gift card. On February 28, 2017 Mr. Aubrey Christopher Hooper was the guest speaker who focused on "Your Life Matters." He shared an intriguing personal testimony about his experience with the 1998 murder of James Byrd. He also reminded the boys that "your life matters and you are responsible for your life story."

MEDLOCK CENTER			
	Jan	Feb	Total
<b>Total</b>			
Admissions	3	6	9
Released	7	6	13
Successful	7	4	11
Unsuccessful	0	2	2
Administrative	0	0	0
ADP	48	45	47
Total Youth Served	51	50	57
<b>MEDLOCK STARS</b>			
	Jan	Feb	Total
Admissions	3	1	4
Releases	1	2	3
Successful	1	0	1
Unsuccessful	0	2	2
Administrative	0	0	0
Total Youth Served	30	30	31

**Activities:** Life Quest, Potter's House, Pleasant Valley Baptist Church.

**Medical Services/Transports:** Twelve (12) youth were transported from Medlock to the Dr. Jerome McNeil Detention Center for routine dental care. Four (4) youth via transport went to Parkland Hospital for follow up medical care. One (1) youth was taken via transport to his independent dental appointment. One (1) was transported for a Court Hearing. Two (2) youth went via transported to Henry Wade Juvenile Center and seen by Psychologist for mental health services.

**Volunteer/Intern Hours:** Thirteen (13) volunteers provided eighteen (18) hours of service. The Chaplain provided one and a half (1.5) hours of service. There were nineteen and one half (19.5) hours of volunteer service provided for this month

**TJJD Reports:** No reports were submitted to TJJD in February.

**Staff:** Medlock staff participated in Abuse Neglect and Exploitation Training that was facilitated by Supervisor Prederick Jernigan.

**YOUTH VILLAGE**

**On Campus:** Youth Village boys participated in Black History Month programs this month. Commissioner John Wiley Price talked to the boys about the importance of knowing their history and reading. He mentioned several significant individuals in Black History and the contributions that they have made in Dallas County and abroad. The Dallas Chamber Symphony performed for the boys and tapped in on their musical inclinations. During one of the performances, the boys were invited to interact with the

YOUTH VILLAGE			
	Jan	Feb	YTD
Admissions	2	6	8
ADP	30	29	29
Total Youth Served	32	37	38
Releases	1	8	9
Successful	1	6	7
Unsuccessful	0	2	2
Admission Rel.	0	0	0

performers by playing some of the instruments. Resident J. H. won second place in the poster contest for the Black History Committee. He received a gift card in the amount of \$30.00. The final Black History Program has been postponed until March 1, 2017.

**Off Campus:** Twelve (12) residents were transported to Juvenile Detention Center for dental care. Three (3) residents were transported to Detention for Review Hearings. One (1) resident was transported to Parkland for x-ray. Two (2) residents were transported to an Orthodontist appointment. One (1) resident was transported to JDC for his psychiatrist appointment. Eight (8) residents were transported to work at Café Momentum Restaurant.

**Volunteer/Intern Hours:** Three (3) individual volunteers provided nineteen (19) hours of volunteer services. Two (2) chaplains provided one (1) hour of service. Fifteen (15) group program volunteers provided one-hundred-twenty-seven (127) hours of service for a grand total of one-hundred-forty-seven (147) volunteer hours.

**Training:** Staff received training on Abuse, Neglect, and Exploitation facilitated by Supervisor Frederick Jernigan. Suicide Prevention Training was facilitated by Dr. Maxey and Dr. Maliti. Superintendent Marilyn Boss and Assistant Superintendent Roy Gowan spoke to staff regarding daily operating procedures.

**Medical Services:** Twenty-four (24) residents were seen for sick call requests. Twelve (12) residents were transported to dental appointments at the Juvenile Detention Center; Eighteen (18) residents were treated at the Med Van and three residents (3) were seen by Parkland Mental Health Psychiatrist on campus.

**Religious Programs:** Full Gospel Holy Temple, Mt. Zion Baptist Church, Countryside Bible, Shady Grove Baptist Church and Concord.

**Account of Reportable Injuries:** There were no reportable injuries for February.

**Escape/Furlough:** Resident B. D. ran from Youth Village on Monday, February 20, 2017; however, he was returned approximately an hour later by the Dallas Sheriff's Department.

## LETOT CENTER

**Community Initiatives:** Non-Residential Services received 67 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 four youth and families attending ESTEEM Court. One youth began services, one completed, zero were unsuccessfully discharged, and zero were neutrally discharged. Three youth were referred this month. Aim, Functional Family Therapy, and Clinical Services have been providing services. On February 10, 2017, the girls participated in a cooking class; also, as part of an enrichment/educational activity, movie tickets were provided for them and a parent to see the movie Hidden Figures on February 18, 2017.

LETOT CENTER			
Residential	Jan	Feb	YTD
Admissions	22	20	42
Releases	17	22	39
ADP	25	25	25
Total Youth Served	45	46	91
Intake/Orientation			
Admissions	63	73	136
Releases	61	72	133
ADP	1	1	1
Total Youth Served	63	75	138

**Residential Services:** Why Try Topics: (1) Tearing Off My Labels – how to remove the negative



perceptions and labels that we allow to be put on us; (2) Defense Mechanisms- looking at what our defense mechanism are and how to change them; (3) Climbing Out - helps residents identify a problem area and the support they have to change the problem; (4) Jumping Hurdles – realizing they will always have problems and develop a plan to overcome them; (5) Desire, Time and Effort - learning to focus on positive things that do not hurt themselves or others.

**Medical Services:** Residential: Health Screens – 20, Call Backs – 2, Doctor's visits -13.

**Volunteer Services:** Faith-Based Volunteers: worship and religious study – 2 volunteers, 2 hours; Life Skills Volunteers: visiting and teaching - 15 volunteers, 16 hours; Special Events: volunteer, 0 hour.

**Clinical Services:** In the Residential Unit, Clinical Services held five (5) process groups with the male youth (9 residents) and 7 process groups with the female youth (26 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 (34 rounds).

#### LETOT RESIDENTIAL TREATMENT CENTER

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

**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:

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

**St. John Church (Mr. Charles)** - Residents are able to participate in Bible study and religious activities if they choose.

**Concord Church-** Met with the residents and provided life skills and religious activities if they choose.

#### Enrichment Programs:

**Culinary Arts Program:** Opportunity to earn "Servsafe Food Handlers" certificate, possible internship at Café Momentum upon release.

This month the residents were able to make homemade tomato sauces, bake potatoes and explore making different foods from around the world.

**Horticulture:** Residents learning responsibility by planting and nurturing sustainable foliage, harvesting, learning the basics of gardening for both edible and ornamental plants.

LETOT RTC			
	Jan	Feb	YTD
Admission	1	1	5
Releases	5	5	6
ADP	11	11	11
Total Youth Served:	14	14	18

**Field Trips:**

Residents participated at the Salvation Army volunteering with their HT (Horticulture Therapy) class.

Residents went to Shared Housing Woman's Shelter and participated in a service learning project with as part of HT (Horticulture Therapy) class.

Residents went to Parson Nursing Home to volunteer as part of a service learning project with HT (Horticulture Therapy) class.

**Medical Services:** Residential: Health Screens – 0, Call Backs – 0, Doctor's visits -6.

**Volunteer Services:**

**Faith Based Volunteers:** Worship and religious study – 2 volunteers, 5 hours; Life Skills Volunteers: visiting and teaching - 2 volunteers, 15 hours; Special Events: 10 volunteers, 1 hour.

**Yoga group:** Yoga group: All residents participated in 2 yoga groups. These groups were conducted by our volunteer yoga instructor, Ms. Laura Fonville. The girls have learned grounding techniques by participating in yoga that help them re-connect with their bodies and feel a sense of safety and self-efficacy.

**Clinical Services:** All residents received individual therapy (total of 64.33 hours in the month of February). Family therapy was provided to 11 residents (18.5 client-contact hours) and eight parents received parent therapy (8.5 client contact hours). The clinical team also provided crisis intervention (approximately 38 client-contact hours) and clinical rounds (101 client contact hours). Clinical rounds consist of each clinical team member engaging with the youths, checking in, and providing support throughout the day.

The girls also received daily group therapy (art, coping skills, girl empowerment, My Life My Choice, or process groups). Six My Life My Choice groups focused on prevention of exploitation. Art is a therapeutic modality that encourages expression through the use of art materials. Clinicians conducted five art groups this month which primarily focused on open studio, painting, positive self-statements, and inner and outer self-presentation. Coping skills group, which is rooted in Dialectical Behavior Therapy (DBT), teaches the girls to manage difficult thoughts and emotions. Six coping skills group were provided. These groups focused on mindfulness and distress tolerance. The girl empowerment group enables the girls to increase their self-protective skills and self-identity by discussing healthy and unhealthy relationships and relationship dynamics. Three girl empowerment groups focused on improving boundaries, communication, respect, and healthy relationships. One process group was provided in order to allow residents to practice working through difficult emotions, interpersonal difficulties, and implement skills learned in other clinical groups.

Eight residents attended bi-weekly drug education groups.

***Psychiatric Services:*** four residents were referred for a psychiatric re-evaluation due to increased irritability, frequent mood fluctuations, and other medication side-effects. One resident was seen for follow-up appointment to monitor her medication. Follow-up appointments are typically scheduled for every three months. All five residents were seen by the Parkland psychiatrist.











# DISCUSSION ITEM B.



## JJAEP FEBRUARY MONTHLY REPORT

### Director's Report Juvenile Justice Alternative Education Program – January 2017

JJAEP has had tremendous success working with school districts to ensure youth experience smooth transitions back to home school/district when their days have been completed. Many districts now bring an entire team to the transition meeting and the parent and child get to meet someone from the school to which they will transition.

As we work with social skills, students continue to learn about and practice character traits. When they are successful, they earn points which they can use towards snacks or even field trips. Our latest group attended the River Ranch Texas Horse Park where they interacted with the powerful animals learning the importance of respect between human and animal. The leader of the River Ranch Educational Charities, Ms. Vanessa, was able to make a great connection about respect in the everyday world in which we all live.

JJAEP held its parent conference night on Thursday, February 23.

Latest Enrollment      66

#### **Campus at a Glance**

On February 1<sup>st</sup>, we kicked off our Black History month celebration by taking students eligible to participate to see the movie *Hidden Figures*. During Social Studies classes, students learned about the devastating effects of slavery by watching the movie *The Birth of a Nation* and held class discussions about the oppression of African Americans during this time period, as well as present day. As a culminating activity to learn about prominent people and significant events throughout black history, students created *Trioramas* (a three-dimensional paper craft for school projects) illustrating significant details learned.

Students studied the virtue *Tolerance* during their Social Skills class and participated in a school-wide bulletin board competition that required them to demonstrate their connection between the movie *The Birth of a Nation* and the virtue *Tolerance*. Additionally, every student had the opportunity to participate in the Dallas County Black History essay and poster contests that centered on the theme *The Birth of a Nation*.

During the week of February 20<sup>th</sup>, students prepared for the Black History Quiz Bowl competition by learning facts regarding African American events and significant persons. Each day through each class, students participated in bell ringer activities, learning relevant facts about historical events and significant figures. Students participated in the Black History Quiz Bowl competition February 27<sup>th</sup> and 28<sup>th</sup>. Our middle school group won the Black History Quiz Bowl competition. Our Black History events culminated with our faculty and student *Soul Food* luncheon hosted by Ms. Cummings, Social Studies teacher. Ms. Cummings received many cooked food donations by local vendors and friends to make this event special.

On February 23<sup>rd</sup>, twelve students attended a field trip to the River Ranch Texas Horse Park. Case Managers Mrs. Sims and Mr. Arrington, as well as, JSO Ms. Sierra chaperoned these students for what turned out to be a very fun filled learning activity. Students experienced grooming and leading horses, learned about equine anatomy and behavior, and were taught about the time and responsibility involved in caring for a horse. Some of our students left with the desire to return and work for the horse ranch.

Additionally on the 23<sup>rd</sup>, we hosted our Spring *Meet the Faculty Night*. We had several parents that attended.

Friday, February 24<sup>th</sup> students heard from a guest speaker from *Traffick 911* about the devastating effects of human trafficking. This day was a half day student attendance so that faculty members could participate in content meetings.

**Instruction at a Glance**

On February 9<sup>th</sup>, teachers participated in TELPAS Basic Training and Calibration training. This will prepare them to rate the written and spoken skills of our English Language learners.

Students ended their fourth six weeks study with final tests during the week of the 20<sup>th</sup>. Also beginning the week of the 20<sup>th</sup>, JJAEP started preparing our students for the upcoming STAAR tests. We are fortunate to have twelve UTA students that are enrolled criminal justice courses to act as tutors for our students. The UTA students are volunteering four hours per week for the next eight weeks. During this time, they will be helping our students practice test released items and assist in content area classes for more individualized help on the content they are learning.

**Upcoming Events:**

Week of March 6<sup>th</sup> – TELPAS testing

Week of March 13<sup>th</sup> – Spring Break

Week of March 27<sup>th</sup> – STAAR Testing



**DALLAS COUNTY JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM**

ACTIVE ENROLLMENT								
Student Enrollment as of :	2/28/2017	Total Enrollment:	67					
Students on Probation/Spv.:	34	50.75%						
OFFENSE STATUS								
Disc.:	23	34.33%	Mand.:	44	65.67%	Plmt.:	0	0.00%
DEMOGRAPHICS								
Category			Category					
GENDER			DISTRICT	Number	Percent			
Male			CFB-904	0	0.00%			
Female			CHISD-904	1	1.49%			
60	89.55%	14	20.90%	Coppell-992	0	0.00%		
GRADE	Number	Percent	Desoto-906	4	5.97%			
3	0	0.00%	DISD-905	10	14.93%			
4	1	1.49%	Duncanville-907	5	7.46%			
5	0	0.00%	Garland-909	11	16.42%			
6	3	4.48%	GPISD-910	11	16.42%			
7	6	8.96%	HPISD-911	0	0.00%			
8	6	8.96%	IRVING-912	4	5.97%			
9	28	41.79%	Lancaster-913	5	7.46%			
10	14	20.90%	Mesquite-914	10	14.93%			
11	7	10.45%	RISD-916	6	8.96%			
12	2	2.99%	Sunnyvale-919	0	0.00%			
67			100.00%	67	100.00%			
AGE	Number	Percent	ETHNICITY	Number	Percent			
10	1	1.49%	African American	29	43.28%			
11	2	2.99%	Asian	0	0.00%			
12	5	7.46%	Caucasian	3	4.48%			
13	6	8.96%	Hispanic	35	52.24%			
14	12	17.91%	Native American	0	0.00%			
15	19	28.36%	67	100.00%				
16	11	16.42%						
17	7	10.45%						
18+	4	5.97%						
67			100.00%					
OFFENSE DESCRIPTIONS				Number	Percent			
D-12	Serious Misbehavior			10	14.93%			
D-14	Misdemeanor Drugs			1	1.49%			
D-15	Felony Criminal Mischief			0	0.00%			
D-16	Court/County Placement			0	0.00%			
D-17	Assault Against Employee			2	2.99%			
D-18	Assault/Retaliation of Employee (ON/OFF CAMPUS)			0	0.00%			
D-19	False Alarm/Terroristic Threat			6	8.96%			
Title 5	Off Campus Felonies Against Student & Other New Discretionary			4	5.97%			
M-01	Weapons/Firearms			10	14.93%			
M-02	Weapons other than Firearm			9	13.43%			
M-03	Aggravated Assault			8	11.94%			
M-04	Sexual Assault			0	0.00%			
M-05	Aggravated Sexual Assault			0	0.00%			
M-06	Arson			1	1.49%			
M-07	Murder Offenses/Manslaughter			0	0.00%			
M-08	Indecency with a Child			0	0.00%			
M-09	Aggravated Kidnapping			0	0.00%			
M-10	Felony Drugs			16	23.88%			
M-11	Retaliation Against Any Employee			0	0.00%			
M-12	Aggravated Robbery			0	0.00%			
P-16	Court Placement			0	0.00%			
				67	100.00%			
DETENTION; PLACEMENT or WARRANTS:				1	1.49%			
SPECIAL EDUCATION STUDENTS:				11	16.42%			
Avg. Daily Attendance:		49	88.16%	Cum. SY Daily Attendance:		65	86.87%	

**DALLAS COUNTY JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM**

**2016-2017 School Year**

The month of February began with 74 students and ended with 67 students enrolled to attend the Dallas County's JJAEP. On average, there were 49 or 88.16% of the students attending on any given day in February. Of the 67 students enrolled at month end, there were 23 discretionary referrals; 0 placement; and 44 mandatory referrals.





# ACTION ITEMS

V.



**ACTION ITEM**

**C.**



**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:** March 27, 2017  
**To:** Dallas County Juvenile Board  
**From:** Dr. Terry S. Smith, Director  
**Subject:** Juvenile Processing Offices – Balch Springs PD

**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 Balch Springs Police Department maintains a Juvenile Processing Office, Room #1 Juvenile Room, located at the Balch Springs Police Department, 12500 Elam Rd., Balch Springs, Texas 75180. The area was previously designated as an approved Juvenile Processing Office on March 25, 2015, by this Department and the Dallas County Juvenile Board. In addition, there is a separate room, Interview Room, where video interviews may be conducted on juveniles.

In response to the Juvenile Department's commitment to review all previously approved Juvenile Processing Offices, the Balch Springs Police Department Juvenile Processing Offices, Room # 1 Juvenile Room and Interview Room located at the Balch Springs Police Department, 12500 Elam Rd., Balch Springs, Texas 75180 were personally inspected by Leah Probst, Pre-Adjudication Manager, on March 7, 2017. The sites were determined to be suitable as Juvenile Processing Offices; and the designated areas are clearly identified with affixed signage.

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

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

In calendar year 2016, the Balch Springs Police Department referred 32 juveniles to the Dallas County Juvenile Department. Of the 32 referrals, 17 (53.1%) were Black, 11 (34.4%) were Hispanic, and 4 (12.5%) were White. Of the 42 referrals, 24 (75%) were male and 8 (25%) 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*, by ensuring local law enforcement agencies adhere to Federal and State legislative mandates.

**Legal Impact:**

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

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

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

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

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

- (1) The full investigation of each subject offense for which each child is taken into custody and all related offenses admitted to or alleged to be committed by said child, and may be used for temporary detention, for purposes of investigation of the identity and age of the juvenile, and for purposes of investigating and continuing the investigation of each subject offense and each related offense.
- (2) The completion of investigative and administrative paperwork concerning each subject and related offense and the taking of any oral, written, or magistrate confessions as may occur pertaining to each subject or related offense and for all other related investigative conduct such as fingerprinting, photographing, and other medical and/or scientific examinations or testing necessary to the investigation of the subject or related offenses.
- (3) The creation or completion of any essential forms and records, including, but not limited to, all police reports, offense reports, arrest reports, and supplements to said reports and other reports or records, required by the 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 Balch Springs Police Department, Room # 1 Juvenile Room and Interview Room, located at 12500 Elam Rd., Balch Springs, Texas 75180.

**Recommended by:**

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

**JUVENILE PROCESSING OFFICE DESIGNATIONS  
DALLAS COUNTY JUVENILE BOARD  
(Revised 3/7/17)**

- 1) Addison Police Department  
Juvenile Processing / Briefing Room  
4799 Airport Parkway  
Addison, TX 75001 972-450-7120  
Detention Supervisor, Mr. Michael Meharg
- 2) Barbara Bush Middle School  
room #D103 labeled as "Certified Juvenile  
Processing Room"  
515 Cowboy Parkway  
Irving, TX 75063  
Lt. Justin Essary ([jessary@dcschools.com](mailto:jessary@dcschools.com))  
972-915-6429
- 3) Balch Springs Police Department  
Room #1 Juvenile Room and Interview Room  
12500 Elam Road  
Balch Springs, TX 75180  
Sgt. Walts 972-557-6036 Cell 469-853-3958
- 4) 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. Marlana Colvin
- 5) Carrollton Police Department  
Rooms 157-JPO1,138-JPO2  
137-JPO3,136-JPO4, 135-JPO5  
2025 Jackson Road  
Carrollton, TX 75006  
Sgt. Sheldon Blackwell 972-466-4328
- 6) Cedar Hill ISD Police Department  
Briefing/Training Office  
Door 5A entrance, Room 1 & 2  
504 E. Beltline Rd.  
Cedar Hill, TX 75104  
Lt. Eddie Thompson 469-272-2088
- 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
- 13) Dallas County Juvenile Justice Department  
Detention Center and Probation Department

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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**

**Juvenile Processing Offices – Dallas County**

**Page 2**

Detention Center Room B109  
Henry Wade Juvenile Justice Department  
2600 Lone Star Drive  
Dallas, TX 75212 214-698-2200

Small & Large Conference Room-CID  
2900 East 28<sup>th</sup> Street  
Airport, TX 75261  
Sgt. Kara Cooper 972-973-3561

14) Dallas County Schools Police Department  
Juvenile Processing Room  
8035 E. R.L. Thornton Freeway, suite 111  
Dallas, TX 75228  
Lt. Justin Essary ([jessary@dcschools.com](mailto:jessary@dcschools.com))  
972-915-6429

20) Duncanville ISD - Byrd Middle School  
"Juvenile Processing Center" Room # 200F  
1040 W. Wheatland Road  
Duncanville, TX 75116  
Lt. Justin Essary 972-915-6429

15) 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

21) Duncanville High School  
"Juvenile Processing Center"  
Rooms L105, L105A, A118, B167 & B167B, J112  
900 W. Camp Wisdom Rd.  
Duncanville, TX 75116  
Lt. Justin Essary ([jessary@dcschools.com](mailto:jessary@dcschools.com))  
972-915-6429

16) 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

22) Duncanville Kennemer Middle School  
Room labeled as "Juvenile Processing Center"  
7101 W. Wheatland Road  
Dallas, TX 75249  
Lt. Justin Essary ([jessary@dcschools.com](mailto:jessary@dcschools.com))  
972-915-6429

17) Dallas P.D.- Specialized Investigations  
Division – Operations Unit  
1400 S. Lamar St.  
Dallas, TX 75215  
Lt. Michael Woodbury/Detective R.P. Dukes  
214-671-4250/214-671-4255

23) Duncanville Police Department  
Juvenile Processing Room, located in Lobby  
203 E. Wheatland Road  
Duncanville, TX 75116  
Det. Kalef Jefferson 972-780-5037

18) Desoto P.D.  
"Juvenile" Booking and Processing Office  
714 E. Beltline Rd.  
Desoto, TX 75115  
Det. W. Tillman 469-658-3028

24) Duncanville ISD - Reed Middle School  
"Juvenile Processing Center" Room # 509  
530 E. Freeman Road  
Duncanville, TX 75116  
Lt. Justin Essary 972-915-6429

19) DFW International Airport P.D.  
Public Safety Station 1, Conference Room 154

25) Eastfield Community College P.D.  
Room #N112-E  
3737 Motley Drive  
Mesquite, TX 75150  
Cpt. Michael Horak 972-860-8344

26) Eastfield Community College P.D.

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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**

Pleasant Grove Campus

Room #112-N

802 S. Buckner Blvd.

Dallas, TX 75217

Cpt. Michael Horak 972-860-8344

27) 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

28) Garland Police Department

Room J1008 & J1015

1900 W. State Street

Garland, TX 75042

Supervisor Don McDonald 972-485-4891

29) 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

30) South Grand Prairie High School

Room A122

301 W. Warrior Trail

Grand Prairie, TX 75052

Chris Moore, S.R. Officer 972-522-2560

31) South Grand Prairie High School

Dr. Vern Alexander Bldg., Room 101E

305 W. Warrior Trail Grand Prairie, TX 75052

Clint Blessing, S.R. Officer 972-237-4701

32) Grand Prairie High School

Room 501

101 High School Drive

Grand Prairie, TX 75050

Edward Rahman, S.R. Officer 972-809-5707

33) Grand Prairie Johnson D.A.E.P.

Room 13

650 Stonewall Drive

Grand Prairie, TX 75052

Louis Whittington, S.R. Officer 972-262-7244

34) 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

35) Grand Prairie Young Men's Leadership

Academy at Kennedy Middle School

Room C110C

2205 SE 4<sup>th</sup> Street

Adrian Gilmore, S. R. Officer 972-522-3688

36) 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

37) Hutchins Police Department

Patrol/Briefing Room

205 W. Hickman

Hutchins, TX 75141

Sgt. Frank Garcia 972-225-2225

38) 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

39) Irving Police Department

Report Writing Room

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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**



5992 Riverside Dr.  
Irving, TX 75039  
Lt. Monty Vincent 972-721-2456

8401 Valley Ranch Parkway East  
Irving, Texas 75063  
Michael Huffman 972-968-5025

40) Lancaster ISD P.D.  
Elsie Robinson Middle School  
Juvenile Processing Room LISD Police #86  
822 W. Pleasant Run  
Office Keith Wilkerson 972-218-3086

47) 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

41) Lancaster ISD P.D.-Headquarters  
Juvenile Processing Room 603  
814 W. Pleasant Run Road  
Lancaster, TX 75134  
Chief Sam Allen 469-261-8889

48) Richardson P.D.  
Youth Crimes Unit/Rooms D-207, D208 & D211  
140 North Greenville Avenue  
Richardson, TX 75081  
Sgt. Jaime Gerhart 972-744-4862

42) 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

49) 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

43) Lancaster P.D.  
Rooms A148 & B122  
1650 North Dallas Avenue  
Lancaster, TX 75134  
Assistant Chief W.C. Smith 972-218-2726

50) Sachse Police Department  
Juvenile Division & Youth Holding Area  
Rooms PS116 and PS118  
3815 Sachse Rd.  
Sachse, TX 75048  
Lt. Steve Norris 469-429-9823

44) Methodist Health System P.D.  
Front Lobby  
1441 N. Beckley Ave  
Dallas, TX 75203  
Sgt. Det. Mary Manzay 214-947-8802

51) Seagoville Police Department  
Law Enforcement Center -  
Interview Room and Patrol Room  
600 North Highway 175  
Seagoville, TX 75159  
Manager Christine Dykes 972-287-6834

45) Mesquite Police Department  
Rooms 1016, 1019, 1021, 1022, 2008, 4045 &  
4047  
777 North Galloway Avenue  
Mesquite, TX 75149  
Lt. Mitch Kovalcik 972-216-6796

52) Southern Methodist University Police Dept.  
Briefing Room 214  
3128 Dyer Street Dallas, TX 75205  
Lt. Brian Kelly 214-768-1577

46) Ranch View High School  
"Juvenile Processing Office" room C1314

53) University Park P.D.  
Room 215, 2<sup>nd</sup> Floor

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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**

***Juvenile Processing Offices – Dallas County***

***Page 5***

3800 University Boulevard

Dallas, TX 75205

Lieutenant John Ball 214-987-5360

**54) 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

**55) 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.***

***214-698-2200 Office***

## JUVENILE BOARD ORDER

ORDER NO: 2017-xxx

DATE: March 27, 2017

STATE OF TEXAS §

COUNTY OF DALLAS §

**BE IT REMEMBERED** at a regular meeting of the Juvenile Board of Dallas County, Texas, held on the 27th day of March, 2017, 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 is charged with the responsibility of designating Juvenile Processing Offices pursuant to Juvenile Justice Code 51.02 (12), 52.02 (a) and (b), 52.025 (a), 52.027 (f), 52.05 (a) and (b), 52.01 (a) and (c), 58.01 (4), 52.03 (d), 52.041 (c) and (d), and Article 15.27 of the Code of Criminal Procedures; and

**WHEREAS,** the Juvenile Board of Dallas County previously approved Juvenile Processing sites; and

**WHEREAS,** the Balch Springs Police Department maintains a Juvenile Processing Office, Room #1 Juvenile Room, located at the Balch Springs Police Department, 12500 Elam Rd., Balch Springs, Texas 75180. The area was previously designated as an approved Juvenile Processing Office on March 25, 2015, by this Department and the Dallas County Juvenile Board. In addition, there is a separate room, Interview Room, where video interviews may be conducted on juveniles; and

**WHEREAS,** in response to the Juvenile Department's commitment to review all previously approved Juvenile Processing Offices, the Balch Springs Police Department Juvenile Processing Offices, Room # 1 Juvenile Room and Interview Room located at the Balch Springs Police Department, 12500 Elam Rd., Balch Springs, Texas 75180 were personally inspected by Leah Probst, Pre-Adjudication Manager, on March 7, 2017. The sites were determined to be suitable as Juvenile Processing Offices; and the designated areas are clearly identified with affixed signage; and

**WHEREAS,** the Balch Springs Police Department Juvenile Processing Offices comply 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 Delinquency and 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.

**IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED** that the Juvenile Board approve the Juvenile Processing Offices for the Balch Springs Police Department, Room # 1 Juvenile Room and Interview Room, located at 12500 Elam Rd., Balch Springs, Texas 75180.

**DONE IN OPEN BOARD MEETING** this 27th day of March, 2017.

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:

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

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Judge Cheryl Lee Shannon, Chairman  
Dallas County Juvenile Board





# ACTION ITEM

## D.



**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:** March 27, 2017

**To:** Dallas County Juvenile Board

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

**Subject:** Youth Services Advisory Board (YSAB) Juror Fund Recommendation for Fiscal Year 2017-Summer Programs for E.S.T.E.E.M. Court's Family Retreat and Community Service Restitution Summer Program

**Background of Issue:**

The Juror Fund program began in FY1991 and allows jurors the option of donating their juror per diem back to Dallas County. Juror Fund monies designated for the Dallas County Juvenile Department's use are allocated to service programs that focus on new or innovative approaches in assisting youth and the provision of services, which are not currently provided through the County budget. Administrative management of the Juror Fund program has been facilitated by the Youth Services Advisory Board (YSAB) with the assistance of the Grant Services Division of the Dallas County Juvenile Department. Final approval of funding initiatives is granted by the Dallas County Juvenile Board. At its March 20, 2017 meeting, YSAB approved allocations for summer program funding for two departmental initiatives, the E.S.T.E.E.M. Court's Family Retreat and the Community Service Restitution Summer Program.

1. *E.S.T.E.E.M. (Experiencing Success Through Empowerment, Encouragement, and Mentoring) Court's Family Retreat--\$2,500*

The E.S.T.E.E.M. Court aims to reach girls who exhibit risk factors involved with becoming a victim of human sex trafficking and/or child exploitation. Since 2012, this program has offered female-specific services to participants, such as evidence-based therapies, group therapy, like their HOPE (Helping to Overcome and Prevent Exploitation) groups, and other community services, with a focus on improving family functioning and increasing family involvement. The program aims to reinstate a weekend-long retreat, titled "Achieving Unbreakable Bonds," for E.S.T.E.E.M. Court participants and their parents/guardians this summer. Held off-campus at a conference center, the retreat is designed to strengthen the girls' relationships with their parents/guardians by promoting awareness through educational guidance, therapeutic activities, and team-building exercises. This grant will provide funding for participants' lodging, meals and snacks, supplies and activities, and appreciation gifts.

2. *Community Service Restitution Summer Program--\$1,920*

The Community Service Restitution (CSR) Program implements, monitors, and maintains a network of qualified non-profit sites and events where juveniles under Dallas County Juvenile Department supervision can complete their court-ordered community service restitution requirements. The summer CSR program increases the number of work sites and options available to our youth, as well as offers supervision and transportation. With the expansion of services during the summer, supplies are

needed to complete independent projects. Also, due to performing projects for an extended length of time, many youth experience lethargy throughout the day due to dehydration and hunger. This funding will prevent the possible diminution of the existing summer CSR program by replacing essential equipment and supplies, as well as address the temporary needs of our youth participating in CSR projects.

The purpose of this briefing is to request authorization to fund the initiatives as recommended by YSAB.

**Impact on Operations and Maintenance:**

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

**Strategic Plan Compliance:**

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:**

Approval by the Dallas County Juvenile Board is required for allocation and expenditure of Juror Funds.

**Financial Impact/Considerations:**

All initiatives identified in this request are supported by the Juror Fund (Funding Source 203-94065). The E.S.T.E.M. Court's Family Retreat will receive \$2,500.00 for the retreat's lodging, meals and snacks, supplies and activities, and appreciation gifts. The Community Service Restitution Summer Program will receive \$1,920.00 for tools, such as litter sticks and leaf rakes, coolers, garbage bags, light meals with refreshments, sundries, such as hand sanitizer and sunblock, and meals for celebrations. The new allocations will bring the YSAB's FY2017 total to \$287,651.00. This will leave a remaining available balance of \$468,396.32. This information has been reviewed and approved by Ms. Carmen Williams, Budget 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 for the funded program/service.

**Project Schedule/Implementation:**

All initiatives and programs will take place during fiscal year 2017.

**Recommendation:**

The Department respectfully requests the Dallas County Juvenile Board approve the Youth Services Advisory Board's recommendation for a juror fund allocation for FY2017 summer programs in the amount of \$4,420.00.

**Recommended by:**

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



## JUVENILE BOARD ORDER

**ORDER NO:** 2017-XXX

**DATE:** March 27, 2017

**STATE OF TEXAS** §

**COUNTY OF DALLAS** §

**BE IT REMEMBERED** at a regular meeting of the Juvenile Board of Dallas County, Texas, held on the 27th day of March, 2017, 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 Juror Fund program began in FY1991 and allows jurors the option of donating their juror per diem back to Dallas County. Juror Fund monies designated for the Dallas County Juvenile Department's use are allocated to service programs that focus on new or innovative approaches in assisting youth and the provision of services, which are not currently provided through the County budget. Administrative management of the Juror Fund program has been facilitated by the Youth Services Advisory Board (YSAB) with the assistance of the Grant Services Division of the Dallas County Juvenile Department. Final approval of funding initiatives is granted by the Dallas County Juvenile Board. At its March 20, 2017 meeting, YSAB approved allocations for summer program funding for two departmental initiatives, the E.S.T.E.E.M. Court's Family Retreat and the Community Service Restitution Summer Program; and

**WHEREAS,** the E.S.T.E.E.M. Court's Family Retreat is requesting \$2,500. The E.S.T.E.E.M. Court aims to reach girls who exhibit risk factors involved with becoming a victim of human sex trafficking and/or child exploitation. Since 2012, this program has offered female-specific services to participants, such as evidence-based therapies, group therapy, like their HOPE (Helping to Overcome and Prevent Exploitation) groups, and other community services, with a focus on improving family functioning and increasing family involvement. The program aims to reinstate a weekend-long retreat, titled "Achieving Unbreakable Bonds," for E.S.T.E.E.M. Court participants and their parents/guardians this summer. Held off-campus at a conference center, the retreat is designed to strengthen the girls' relationships with their parents/guardians by promoting awareness through educational guidance, therapeutic activities, and team-building exercises. This grant will provide funding for participants' lodging, meals and snacks, supplies and activities, and appreciation gifts; and

**WHEREAS,** the Community Service Restitution (CSR) Program is requesting \$1,920. The Community Service Restitution (CSR) Program implements, monitors, and maintains a network of qualified non-profit sites and events where juveniles under Dallas County Juvenile Department supervision can complete their court-ordered community service restitution requirements. The summer CSR Program increases the number of work sites and options available to our youth, as well as offers supervision and transportation. With the expansion of services during the summer, supplies are needed to complete independent projects. Also, due to performing projects for an extended length of time, many youth experience lethargy throughout the day due to dehydration and hunger. This funding will prevent the possible diminution of the existing summer CSR program by replacing essential equipment and supplies, as well as address the temporary needs of our youth participating in CSR projects; and



- WHEREAS,** the current request will enhance services to youth. Requests for payments related to these initiatives will continue to be processed by Grant Services and will be executed in accordance with Dallas County policy; and
- WHEREAS,** this request complies with Vision 3: Dallas is *safe, secure, and prepared*, by expanding disposition alternatives with regard to treatment for youth/families involved in the juvenile justice system; and
- WHEREAS,** approval by the Dallas County Juvenile Board is required for allocation and expenditure of Juror Funds; and
- WHEREAS,** all initiatives identified in this request are supported by the Juror Fund (Funding Source 203-94065). The E.S.T.E.E.M. Court's Family Retreat will receive \$2,500.00 for the retreat's lodging, meals and snacks, supplies and activities, and appreciation gifts. The Community Service Restitution Summer Program will receive \$1,920.00 for tools, such as litter sticks and leaf rakes, coolers, garbage bags, light meals with refreshments, sundries, such as hand sanitizer and sunblock, and meals for celebrations. The new allocations will bring the YSAB's FY2017 total to \$287,651.00. This information has been reviewed and approved by Ms. Carmen Williams, Budget Manager; and
- WHEREAS,** all juror fund grant applications include performance measures for the proposed program/service. The grant recipients will be required to periodically report performance outcomes for the funded program/service; and
- WHEREAS,** all initiatives and programs will take place during fiscal year 2017.

**IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED** the Dallas County Juvenile Board approve the Youth Services Advisory Board's recommendation for a juror fund allocation for FY2017 summer programs in the amount of \$4,420.00.

**DONE IN OPEN BOARD MEETING** this 27th day of March, 2017.

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**

**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:** March 27, 2017

**To:** Dallas County Juvenile Board

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

**Subject:** Ratification of Criminal Justice Division (CJD) FY 2018 Continuation Grant Funding Applications for Drug Court, E.S.T.E.E.M. Court, Family Violence Intervention Program, Mental Health Court, and Residential Drug Treatment Program

**Background of Issue:**

The Criminal Justice Division (CJD) of the Office of the Governor is currently soliciting grant applications for FY2018 continuation funding for five Juvenile Department programs: Drug Court, E.S.T.E.E.M. Court, Family Violence Intervention Program, Mental Health Court, and Residential Drug Treatment Program. All applications were electronically submitted on February 20, 2017. The purpose of this brief is to request ratification for the five (5) grant applications submitted on February 20, 2017, to CJD for continuation funding for FY2018.

**Impact on Operations and Maintenance:**

The following programs submitted grants for various funding needs.

**Drug Court**

The Juvenile Department currently operates the Drug Court program that began in 2002. This program serves youth referred for misdemeanor and limited felony drug offenses based on criteria approved by the Juvenile Division of the District Attorney's office. The Drug Court Program's team includes a program coordinator, two full-time probation officers, a part-time probation officer, a part-time clerk, and a Referee-Master working under a contractual arrangement. Youth involved in the Drug Court Program receive a comprehensive assessment and referral to community substance abuse treatment and support resources. The youth and family appear before the Referee-Master on a routine basis to reinforce positive achievements and re-direct negative behavior. The probation officers monitor the youth to ensure compliance with treatment programs, school attendance, and to provide additional support as needed. In FY2015 the Department requested \$93,071 with a ten percent cash match (\$10,341) of total project expenditures (\$103,412) that paid for the coordinator and full-time probation officer. However, funding was reduced to \$45,635.36 with a ten percent cash match (\$5,071.00) for a total project fund of \$50,706.36 which covered a portion of the probation officer's cost. In FY2016 and FY2017 the Department requested the maximum allowed which was \$45,635.36 with no cash match required. The award paid for 73% in FY2016, and 66% in FY2017, of the total salary and benefits for a full time probation officer. This year the Department is requesting the maximum allowed which is \$45,635.36. This award will pay for 61% of the total salary and benefits for a full-time probation officer. There is a salary match of \$17,938.29 (39%), which will be covered by Dallas County.

***E.S.T.E.E.M. (Experiencing Success Through Empowerment, Encouragement, and Mentoring) Court***

The E.S.T.E.E.M. (Experiencing Success Through Empowerment, Encouragement and Mentoring) Court is a diversion program targeted specifically to combat the potential for sexual exploitation and sex trafficking among at-risk juvenile girls within Dallas County. The mission of E.S.T.E.E.M. Court is to provide positive experiences for referred female youth that will foster success and empowerment and thereby prevent further involvement in the legal system. The E.S.T.E.E.M. Court program fosters pro-social development of the youth and her family through many means including case management, family therapy, group therapy, mentorship, educational advocacy and life skills training among others. E.S.T.E.E.M. Court received funding from CJD from FY2014-FY2016. In FY2017, E.S.T.E.E.M. Court requested \$67,541.29 as a new grant application and was awarded \$40,868.23. This Department requested the same amount (\$40,868.23) in funding with a cash match of \$30,530.42 (42%) for FY2018, which will cover the cost of one full-time Functional Family Therapist. This will be year two of a three-year award.

***Family Violence Intervention Program***

The Family Violence Intervention Program seeks to divert youth who are referred to the Dallas County Juvenile Department for misdemeanor assault/family violence offenses from the formalized court system to a deferred prosecution/treatment program. In FY2016 and FY2017, the Juvenile Department requested and was awarded \$83,986.22 to establish family counseling services with Jewish Family Services, in which the funding supported a therapist. The Department requested the same amount (\$83,986.22) in funding with no cash match required for FY2018. This will be year three of a three-year award.

***Mental Health Court***

The Mental Health Court (MHC) program is designed to divert juveniles with mental illnesses from further penetration into the Juvenile Justice system. It is the aim of MHC to connect the juveniles and their families to community-based mental health services or treatments and to educate families about mental illnesses. MHC encourages increased family involvement and strongly advocates for their children with mental illnesses. In FY2016 and FY2017 the Juvenile Department requested and was awarded \$72,184.28 to establish one position for a Juvenile Probation Officer as well as provide training with a salary match of \$4000. The Department requested the same amount (\$72,184.28) in funding with a cash match of \$5,000 to cover the 5% increase for FY2018. This will be year three of a three-year award.

***Residential Drug Treatment Program***

The Residential Drug Treatment Program continues to address substance abuse treatment needs for adolescents in Dallas County. The Residential Substance Abuse Treatment (RSAT) grant program provides for projects within state and local correctional facilities and jail-based substance abuse projects. The RSAT grant funding pays for three drug intervention specialists for youth enrolled in the Residential Drug Treatment program operated in the Henry Wade Juvenile Justice Center. The Juvenile Department has received RSAT continuation funding from CJD for 18 consecutive years. The Juvenile Department currently utilizes evidence-based practices in the delivery of services under this grant. The projected length of residential drug treatment is 90 days or longer based on youth needs of inpatient treatment followed by 90 days of community-based treatment. For FY2014, funding was reduced to \$162,414. For FY2016 and FY2017, Dallas County received funding for \$125,744 with a 25% cash match requirement.



This year the Department requested the same amount of \$125,744 with a 25% cash match requirement. This award will pay for 52% of the total salary and benefits for one full-time drug intervention specialist and 100% of the total salary and benefits for two full-time drug intervention specialists.

**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 grant application submission deadline for Drug Court, E.S.T.E.E.M. Court, Family Violence Intervention Program, Mental Health Court and the Residential Drug Treatment Program was February 20, 2017. All applications are certified electronically by the Dallas County Judge. The signature of the Dallas County Judge as Authorized Official is required on the Grant Application Certification forms. If funding is awarded, the signature of the Dallas County Judge as Authorized Official is required on the Grantee Acceptance Notices. CJD requires specific language in the Court Order that states in the event of the loss or misuse of these grant funds, the funds will be returned by Dallas County to CJD in full. The grant applications were reviewed by the Administrative Legal Advisor, Ms. Denika Caruthers.

**Financial Impact/Considerations:**

The Department is requesting grant funding totaling \$368,418.09 for FY2018. The cash match required by the grant and salary match to cover the remaining portions' salaries will total \$96,640.91. The salary match for the Drug Court Probation Officer equals \$17,938.29. The salary match for the E.S.T.E.E.M. Court Functional Family Therapist equals \$30,530.42. The salary to be matched for Mental Health Court is \$5,000. The 25% cash match requirement, for the Residential Drug Treatment Program is \$43,172.20. The salary and cash matches will be covered by the Dallas County general fund. This information has been reviewed and approved by Ms. Carmen Williams, Budget Manager.

**Performance Impact Measures:**

Quarterly, six-month and annual performance reports for each grant are required by CJD. Grant Services staff will coordinate the collection of data from each grant's program manager and the Manager of Statistics and Research and submit reports to CJD as required.

**Project Schedule/Implementation:**

If awarded, the grant period will be from October 1, 2017 to September 30, 2018.

**Recommendation:**

It is recommended that the Dallas County Juvenile Board ratify the submission of the continuation grant applications for FY2018 to the Criminal Justice Division of the office of the Governor submitted on February 20, 2017.

**Recommended by:**

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

## JUVENILE BOARD ORDER

ORDER NO: 2017-XXX

DATE: March 27, 2017

STATE OF TEXAS §

COUNTY OF DALLAS §

BE IT REMEMBERED at a regular meeting of the Juvenile Board of Dallas County, Texas, held on the 27<sup>th</sup> day of March, 2017 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 Criminal Justice Division (CJD) of the Office of the Governor is currently soliciting applications for FY2018 continuation grant funding for five Juvenile Department programs: Drug Court, E.S.T.E.E.M. Court, Family Violence Intervention Program, Mental Health Court, and Residential Drug Treatment Program. All applications were electronically submitted on February 20, 2017. The Juvenile Department requests ratification for applying to CJD for continuation funding for these five grants for FY2018; and

**WHEREAS,** the Juvenile Department currently operates the Drug Court program that began in 2002. This program serves youth referred for misdemeanor and limited felony drug offenses based on criteria approved by the Juvenile Division of the District Attorney's office. The Drug Court Program's team includes a program coordinator, two full-time probation officers, a part-time probation officer, a part-time clerk, and a Referee-Master working under a contractual arrangement. Youth involved in the Drug Court Program receive a comprehensive assessment and referral to community substance abuse treatment and support resources. The youth and family appear before the Referee-Master on a routine basis to reinforce positive achievements and re-direct negative behavior. The probation officers monitor the youth to ensure compliance with treatment programs, school attendance, and to provide additional support as needed. In FY2015 the Department requested \$93,071 with a ten percent cash match (\$10,341) of total project expenditures (\$103,412) that paid for the coordinator and full-time probation officer. However, funding was reduced to \$45,635.36 with a ten percent cash match (\$5,071.00) for a total project fund of \$50,706.36 which covered a portion of the probation officer's cost. In FY2016 and FY2017 the Department requested the maximum allowed which was \$45,635.36 with no cash match required. The award paid for 73% in FY2016, and 66% in FY2017, of the total salary and benefits for a full time probation officer. This year the Department is requesting the maximum allowed which is \$45,635.36. This award will pay for 61% of the total salary and benefits for a full-time probation officer. There is a salary match of \$17,938.29 (39%), which will be covered by Dallas County.

**WHEREAS,** the E.S.T.E.E.M. (Experiencing Success Through Empowerment, Encouragement and Mentoring) Court is a diversion program targeted specifically to combat the potential for sexual exploitation and sex trafficking among at-risk juvenile girls within Dallas County. The mission of E.S.T.E.E.M. Court is to provide positive experiences for referred female youth that will foster success and empowerment and thereby prevent further involvement in the legal system. The E.S.T.E.E.M. Court program fosters pro-social development of the youth and her family through many means including

***Ratification of Criminal Justice Division (CJD) FY2018 Continuation Grant Funding Applications for Drug Court, E.S.T.E.E.M. Court, Family Violence Intervention Program, Mental Health Court, and Residential Drug Treatment Program*** ***Page 2***

case management, family therapy, group therapy, mentorship, educational advocacy and life skills training among others. E.S.T.E.E.M. Court received funding from CJD from FY2014-FY2016. In FY2017, E.S.T.E.E.M. Court requested \$67,541.29 as a new grant application and was awarded \$40,868.23. This Department requested the same amount (\$40,868.23) in funding with a cash match of \$30,530.42 (42%) for FY2018, which will cover the cost of one full-time Functional Family Therapist. This will be year two of a three-year award; and

**WHEREAS,** the Family Violence Intervention Program seeks to divert youth who are referred to the Dallas County Juvenile Department for misdemeanor assault/family violence offenses from the formalized court system to a deferred prosecution/treatment program. In FY2016 and FY2017, the Juvenile Department requested and was awarded \$83,986.22 to establish family counseling services with Jewish Family Services, in which the funding supported a therapist. The Department requested the same amount (\$83,986.22) in funding with no cash match required for FY2018. This will be year three of a three-year award; and

**WHEREAS,** the Mental Health Court (MHC) program is designed to divert juveniles with mental illnesses from further penetration into the Juvenile Justice system. It is the aim of MHC to connect the juveniles and their families to community-based mental health services or treatments and to educate families about mental illnesses. MHC encourages increased family involvement and strongly advocates for their children with mental illnesses. In FY2016 and FY2017 the Juvenile Department requested and was awarded \$72,184.28 to establish one position for a Juvenile Probation Officer as well as provide training with a salary match of \$4000. The Department requested the same amount (\$72,184.28) in funding with a cash match of \$5,000 to cover the 5% increase for FY2018. This will be year three of a three-year award; and

**WHEREAS,** the Residential Drug Treatment Program continues to address substance abuse treatment needs for adolescents in Dallas County. The Residential Substance Abuse Treatment (RSAT) grant program provides for projects within state and local correctional facilities and jail-based substance abuse projects. The RSAT grant funding pays for three drug intervention specialists for youth enrolled in the Residential Drug Treatment program operated in the Henry Wade Juvenile Justice Center. The Juvenile Department has received RSAT continuation funding from CJD for 18 consecutive years. The Juvenile Department currently utilizes evidence-based practices in the delivery of services under this grant. The projected length of residential drug treatment is 90 days or longer based on youth needs of inpatient treatment followed by 90 days of community-based treatment. For FY2014, funding was reduced to \$162,414. For FY2016 and FY2017, Dallas County received funding for \$125,744 with a 25% cash match requirement. This year the Department requested the same amount of \$125,744 with a 25% cash match requirement. This award will pay for 52% of the total salary and benefits for one full-time drug intervention specialist and 100% of the total salary and benefits for two full-time drug intervention specialists; and

**WHEREAS,** the grant application submission deadline for Drug Court, E.S.T.E.E.M. Court, Family Violence Intervention Program, Mental Health Court and the Residential Drug Treatment Program was February 20, 2017. All applications are certified electronically by the Dallas County Judge. The signature of the Dallas County Judge as Authorized Official is required on the Grant Application Certification forms. If funding is awarded, the signature of the Dallas County Judge as Authorized Official is required on the Grantee Acceptance Notices. CJD requires specific language in the Court Order that states in the event of the loss or misuse of these grant funds, the funds will be returned by Dallas County to CJD in full. The grant applications were reviewed by the Administrative Legal Advisor, Ms. Denika Caruthers; and



***Ratification of Criminal Justice Division (CJD) FY2018 Continuation Grant Funding Applications for Drug Court, E.S.T.E.E.M. Court, Family Violence Intervention Program, Mental Health Court, and Residential Drug Treatment Program*** ***Page 3***

- WHEREAS,** the Department is requesting grant funding totaling \$368,418.09 for FY2018. The cash match required by the grant and salary match to cover the remaining portions' salaries will total \$96,640.91. The salary match for the Drug Court Probation Officer equals \$17,938.29. The salary match for the E.S.T.E.E.M. Court Functional Family Therapist equals \$30,530.42. The salary to be matched for Mental Health Court is \$5,000. The 25% cash match requirement, for the Residential Drug Treatment Program is \$43,172.20. The salary and cash matches will be covered by the Dallas County general fund. This information has been reviewed and approved by Ms. Carmen Williams, Budget Manager; and
- WHEREAS,** quarterly, six-month and annual performance reports for each grant are required by CJD. Grant Services staff will coordinate the collection of data from each grant's program manager and the Manager of Statistics and Research and submit reports to CJD as required; and
- WHEREAS,** if awarded, the grant period will be from October 1, 2017 to September 30, 2018; and
- WHEREAS,** this request complies with Vision 3: Dallas is safe, secure, and prepared, by expanding disposition alternatives with regard to treatment for youth/families involved in the juvenile justice system.

**IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED** that the Juvenile Board ratify the submission for the continuation grant applications for FY2018 submitted on February 20, 2017.

**DONE IN OPEN BOARD MEETING** this 27<sup>th</sup> day of March, 2017.

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:** March 27, 2017  
**To:** Dallas County Juvenile Board  
**From:** Dr. Terry S. Smith, Director  
**Subject:** Ratification to Accept Funds from the TJJD Request for Funding Supplemental and Emergent Needs

**Background of Issue:**

On January 11, 2017, the Texas Juvenile Justice Department (TJJD) announced the availability of funds through the Supplemental and Emergent Needs Program, which aims to provide needs-driven funding to probation departments' initial State Aid formula allocation. On January 31, 2017, the Dallas County Juvenile Department (DCJD) submitted a request in response to the TJJD Supplemental and Emergent Needs announcement. The request includes equipment that will assist in training and enhancing services for our youth.

**Impact on Operations and Maintenance:**

DCJD submitted a funding request in the amount of \$30,650.51 for various items of equipment to assist staff with training and improve services for our youth. Equipment requested includes: translation equipment to assist all clinical units with providing individual and family therapy; tablets to provide the ability for Special Needs Unit Probation Officers to access and input vital information while they are active in the field; multimedia tools (such as a projector, camcorder, and tripod) to assist in providing training and presentations to promote continuing education in keeping youth first; and, video security cameras in order to promote and maintain student safety at the Juvenile Justice Alternative Education Program location. This equipment will improve the many services offered to both the youth we serve and the staff who serve them. The funding was approved and notification to DCJD of approved funding was sent on February 23, 2017. All services must be rendered and any goods must be ordered by August 31, 2017.

**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 Dallas County Judge is required to sign any related funding/grant documents on behalf of Dallas County.

**Financial Impact/Considerations:**

The Dallas County Juvenile Department is approved to receive \$30,650.51 toward the cost of various equipment items, which includes translation equipment, tablets, multimedia tools, such as a projector and a camcorder with tripod, and video cameras. The following budget and purchase breakdown is below:

Account Number	Account Discription	Amount
2090	Property Less than \$5000	23,450.51
2093	Computer Hardware	5,800.00
2095	Computer Software	1,400.00
		30,650.51

Item	QTY	Amount	Total
Microsoft Surface Pro 4 Tablet - Core i5 6300U - 4GB RAM 12.3	4	1,000.00	4,000.00
Microsoft Surface Pro 4 Type Cover - Keyboard - black - commercial	4	100.00	400.00
Microsoft Surface Ethernet adapter - Network adapter - USB 3.0	4	50.00	200.00
Microsoft Complete Accident Protection Ext. 3 years - commercial	4	300.00	1,200.00
Mircosoft Software	4	350.00	1,400.00
FM SYSTEM (INCLUDES TRANSMITTER, MIC, 10-RECEIVERS, 10 HEADPHONES, 1 CARRY CASE, 1 USER MANUAL)	6	1,650.00	9,900.00
1.2 VOLT AA RECHARGEABLE NIMH BATTERY (2PK)	66	10.00	660.00
12 UNIT PPA DROP IN CHARGER	6	420.00	2,520.00
Camcorder	1	1,500.00	1,500.00
Projector	1	1,200.00	1,200.00
tripod	1	200.00	200.00
2MP 1080P DOME	14	405.00	5,670.00
16CAM PAWER SUPPLY	1	300.00	300.00
16CH 960H 2TB	1	600.00	600.00
RG59 95% CCA BRD	3	200.00	600.00
12U HINGED WALL CABINET	1	300.00	300.00

Price quotations, purchase requests and miscellaneous briefings are attached. This information has been reviewed and approved by Ms. Carmen Williams, Budget Manager.

**Performance Impact Measures:**

If approved, the Dallas County Juvenile Department will be required to confirm the funds were utilized for the requested supplies.

**Project Schedule/Implementation:**

The request for funding was due to TJJD on January 31, 2017. All services must be rendered and any goods must be ordered by August 31, 2017.

**Recommendation:**

It is recommended that the Dallas County Juvenile Board approve the ratification to accept funds from the Texas Juvenile Justice Department request for funding supplemental and emergent needs and authorize purchase of items according to itemized listing, miscellaneous briefing, and budget breakdown.

**Recommended by:**



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



**Miscellaneous Equipment/Telecommunications/Dues/Computer Hardware and Software/Supplies over \$50**

Actual invoiced amounts may deviate by up to \$20 from the amounts listed without additional Commissioners Court Authorization

Department Funding	Expense Code	Qty	Item Description	Unit Cost		Total Cost		R=Repl. N=New	Justification
				Cost		Cost			
Juvenile		4	Microsoft Surface Pro 4 Tablets & Needed Materials	6,074		6,074		N=New	For Special Needs Unit Officers
Juvenile		6	FM System Translators & Needed Materials	11,932		11,932		N=New	For Psychology/Clinical Units
Juvenile		1	Sony Camcorder & Memory Card	925		925		N=New	For providing trainings and presentations
Juvenile		1	Infocus DLP Projector & Needed Materials	533		533		N=New	For providing trainings and presentations
Juvenile		14	Video Security Camera & Needed Materials	3,545		3,545		N=New	Safety at JJAP Campus

## JUVENILE BOARD ORDER

ORDER NO: 2017-XXX

DATE: March 27, 2017

STATE OF TEXAS §

COUNTY OF DALLAS §

**BE IT REMEMBERED** at a regular meeting of the Juvenile Board of Dallas County, Texas, held on the 27th day of March, 2017, 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,** on January 11, 2017, the Texas Juvenile Justice Department (TJJD) announced the availability of funds through the Supplemental and Emergent Needs Program, which aims to provide needs-driven funding to probation departments' initial State Aid formula allocation. On January 31, 2017, the Dallas County Juvenile Department (DCJD) submitted a request in response to the TJJD Supplemental and Emergent Needs announcement. The request includes equipment that will assist in training and enhance services to our youth; and

**WHEREAS,** DCJD submitted a funding request in the amount of \$30,650.51 for various items of equipment to assist staff with training and improve services to our youth. Equipment requested includes: translation equipment to assist all clinical units with providing individual and family therapy; tablets to provide the ability for Special Needs Unit Probation Officers to access and input vital information while they are active in the field; multimedia tools (such as a projector, camcorder, and tripod) to assist in providing training and presentations in order to promote continuing education in keeping youth first; and, video security cameras in order to promote and maintain student safety at the Juvenile Justice Alternative Education Program location. This equipment will improve the many services offered to both the youth we serve and the staff who serve them. The funding was approved and notification to DCJD of approved funding was sent on February 23, 2017. All services must be rendered and any goods must be ordered by August 31, 2017; and

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

**WHEREAS,** the Dallas County Judge is required to sign any related funding/grant documents on behalf of Dallas County; and

**WHEREAS,** the Dallas County Juvenile Department is approved to receive \$30,650.51 toward the cost of various equipment items, which includes translation equipment, tablets, multimedia tools, such as a projector and a camcorder with tripod, and video cameras. The following budget and purchase breakdown is below:

Account Number	Account Discription	Amount
2090	Property Less than \$5000	23,450.51
2093	Computer Hardware	5,800.00
2095	Computer Software	1,400.00
		30,650.51

Item	QTY	Amount	Total
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Microsoft Surface Pro 4 Type Cover - Keyboard - black - commerical	4	100.00	400.00
Microsoft Surface Ethernet adapter - Network adapter - USB 3.0	4	50.00	200.00
Microsoft Complete Accident Protection Ext. 3 years - commerical	4	300.00	1,200.00
MircoSoft Software	4	350.00	1,400.00
FM SYSTEM (INCLUDES TRANSMITTER, MIC, 10-RECEIVERS, 10 HEADPONES, 1 CARRY CASE, 1 USER MANUAL)	6	1,650.00	9,900.00
1.2 VOLT AA RECHARGEABLE NIMH BATTERY (2PK)	66	10.00	660.00
12 UNIT PPA DROP IN CHARGER	6	420.00	2,520.00
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Projector	1	1,200.00	1,200.00
tripod	1	200.00	200.00
2MP 1080P DOME	14	405.00	5,670.00
16CAM PAWER SUPPLY	1	300.00	300.00
16CH 960H 2TB	1	600.00	600.00
RG59 95% CCA BRD	3	200.00	600.00
12U HINGED WALL CABINET	1	300.00	300.00

The miscellaneous briefing is attached. This information has been reviewed and approved by Ms. Carmen Williams, Budget Manager; and

**WHEREAS,**

If approved, the Dallas County Juvenile Department will be required to confirm the funds were utilized for the requested supplies; and

**WHEREAS,**      the request for funding was due to TJJD on January 31, 2017. All services must be rendered and any goods must be ordered by August 31, 2017.

**IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED** the Dallas County Juvenile Board approve the ratification to accept funds from the Texas Juvenile Justice Department request for funding supplemental and emergent needs and authorize purchase of items according to itemized listing, miscellaneous briefing, and budget breakdown.

**DONE IN OPEN BOARD MEETING** this 27th day of March, 2017.

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

## G.



**DALLAS COUNTY  
JUVENILE DEPARTMENT**

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

**MEMORANDUM**

**Date:** March 27, 2017  
**To:** Dallas County Juvenile Board  
**From:** Dr. Terry S. Smith, Director  
**Subject:** Juvenile Department Administration Policy and Procedures Revisions 2017

**Background of Issue:**

Texas Juvenile Justice Department standards mandate the Juvenile Board to adopt written policies and procedures, and mandate the Chief Probation Officer to enforce and annually review those policies and procedures adopted by the Juvenile Board:

*§341.202 Policies and Procedures.*

- (a) Personnel Policies. The juvenile board must establish written personnel policies.*
- (b) Department Policies. The juvenile board must establish written department policies and procedures. These policies must include, at a minimum, the following provisions, if applicable.*

- 1. Deferred Prosecution*
- 2. Volunteers and Interns*
- 3. Zero-Tolerance for Sexual Abuse*
- 4. Pretrial Detention for Certain Juveniles*
- 5. Taking Juveniles into Custody*

*§341.300 Policy and Procedure Manual.*

- (a) The chief administrative officer must develop, maintain, and enforce a policy and procedure manual for the juvenile probation department, which must include the policies and procedures of the juvenile probation department as established by the juvenile board.*
- (b) The chief administrative officer must provide all employees with a copy of or access to the policy and procedure manual, review the manual no later than the last day of the calendar month of the previous year's review, maintain documentation of this review, and update the manual as necessary.*

**Impact on Operations and Maintenance:**

Dallas County Juvenile Administration has a unique set of policies and procedures for all staff, including but not limited to line staff, managers, supervisors, superintendents, deputies, etc. Dallas County Administration last revised the Administration Policy Manual in August 2008. Since then, the Department has deferred to the Dallas County Policy and Procedural Manual for specific issues that are not addressed in the Juvenile Department Policy Manual. The updates are reflected in the current policies and procedures and each time a revision was made, the information was disseminated to staff via electronic mail, outlining the specific changes. The updated policies and procedures manual has been uploaded to the common network drive and

will be available in general locations in binder form for access and review by all staff. The specific changes to the Administration Policy and Procedures manual are listed below.

**Additions:**

<b><u>Section</u></b>	<b><u>Page</u></b>
1.66 Discourteous or Excellent Service Hotline	42-43
1.78 Duty to Report Arrest	48
1.79 Cell Phone Restrictions	49
1.81 Prohibited Weapons	50
1.82 County and Personal Vehicles Procedures	50-52
1.87 Inclement Weather and Emergency Conditions	52
1.88 Emergency Services, Residential, and/or Detention Operations	53
2.16 Excessive Absences	57-58
2.18 Consequences	58-59
2.21 Tardiness	59
2.25 Bereavement Leave	60
2.27 Leave of Absence	61-62
14.00 Reserved	124

**Revisions:**

<b><u>Section</u></b>	<b><u>Page</u></b>
1.61 Code of Ethics Standard	39-42
1.67 Volunteers, Interns and Mentors	43-46
2.12 Nepotism	56-57
3.15 Hiring Process	68-69
6.12 Performance Appraisal	95-96
12.00 Grievance System Procedures	120-123

**Revisions regarding TJJD Standards:**

<b><u>Section</u></b>	<b><u>Page</u></b>
1.02 Administration Juvenile Board Responsibilities	17
1.11 Chief Administrative Officer Responsibilities	19
1.15 Identifying and Reporting Abuse, Neglect, Exploitation & Death	20
1.60 Juvenile Probation Officer Duties	39

**Strategic Plan Compliance:**

This request complies with Vision 3: Dallas is *safe, secure, and prepared*, by implementing policy and procedure in the Probation Services Division that demonstrates best practices and promotes complete understanding by staff of their departmental responsibilities with referred youth and families.

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

**Legal Information:**

A copy of the updated Administration Policy Revisions and a red line version outlining all changes made were provided to Administrative Legal Advisor Ms. Denika Caruthers for review. Ms. Caruthers approved both documents as to form.

**Recommendation:**

It is recommended that the Dallas County Juvenile Board approve the Administration Policy and Procedures Revisions. It is further recommended that the Juvenile Board authorize the Director of Juvenile Services or designee to modify any policy and procedure as needed prior to the next annual review.

**Recommended by:**



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



## JUVENILE BOARD ORDER

**ORDER NO:**               **2017-XXX**

**DATE:**                   **March 27, 2017**

**STATE OF TEXAS**       **§**

**COUNTY OF DALLAS**   **§**

**BE IT REMEMBERED** at a regular meeting of the Juvenile Board of Dallas County, Texas, held on the 27th day of March, 2017, 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,** standards published by the Texas Juvenile Justice Department (TJJD) mandate that Juvenile Boards adopt written department policies and procedures; and
- WHEREAS,** TJJD standards also mandate the chief administrative officer to maintain and enforce a policy and procedures manual for the Juvenile department; and
- WHEREAS,** TJJD standards further mandate the Chief Administrative officer to review the policies and procedures on an annual basis, update them as necessary, and provide all employees with a copy of or access to these policies and procedures; and
- WHEREAS,** the Dallas County Juvenile Department Administration has made updates to policy and procedure approved in August 2008; and
- WHEREAS,** the updates are reflected in the current policies and procedures and each time a revision was made, the information was disseminated to staff via electronic mail, outlining the specific changes; and
- WHEREAS,** the updated policies and procedures manual has been uploaded to the common network drive and will be available in a general location in binder form for access and review by all staff; and

**WHEREAS,** the specific changes to the Administration Policy and Procedures manual are listed below:

**Additions:**

<b><u>Section</u></b>	<b><u>Page</u></b>
1.66 Discourteous or Excellent Service Hotline	42-43
1.78 Duty to Report Arrest	48
1.79 Cell Phone Restrictions	49
1.81 Prohibited Weapons	50
1.82 County and Personal Vehicles Procedures	50-52
1.87 Inclement Weather and Emergency Conditions	52
1.88 Emergency Services, Residential, and/or Detention Operations	53
2.16 Excessive Absences	57-58
2.18 Consequences	58-59
2.21 Tardiness	59
2.25 Bereavement Leave	60
2.27 Leave of Absence	61-62
14.00 Reserved	124

**Revisions:**

<b><u>Section</u></b>	<b><u>Page</u></b>
1.61 Code of Ethics Standard	39-42
1.67 Volunteers, Interns and Mentors	43-46
2.12 Nepotism	56-57
3.15 Hiring Process	68-69
6.12 Performance Appraisal	95-96
12.00 Grievance System Procedures	120-123

**Revisions regarding TJJD Standards:**

<b><u>Section</u></b>	<b><u>Page</u></b>
1.02 Administration Juvenile Board Responsibilities	17
1.11 Chief Administrative Officer Responsibilities	19
1.15 Identifying and Reporting Abuse, Neglect, Exploitation & Death	20
1.60 Juvenile Probation Officer Duties	39; and

**WHEREAS,** this request conforms to the Dallas County Strategic Plan - Vision 3: Dallas County is *safe, secure and prepared*, as evidenced by a more comprehensive policy and procedure manual for staff to follow while serving referred youth and families; and

**WHEREAS,** a copy of this updated Administration Policy and Procedures Manual and a red-line version outlining all changes made since August 2008 have been reviewed and approved as to form by Administrative Legal Advisor Ms. Denika Caruthers; and

**WHEREAS,** copies of the updated manual have also been made available to the Juvenile Board members for review and approval; and

**WHEREAS,** once adopted, this policy and procedures manual will be made available for all staff.

**IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED** that the Juvenile Board approve the 2017 revision of the Administration Policy and Procedures Manual, and authorizes the Director of Juvenile Services or designee to modify any policy and procedure as needed prior to the next annual review.

**DONE IN OPEN BOARD MEETING** this 27th day of March, 2017.

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:

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

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Judge Cheryl Lee Shannon, Chairman  
Dallas County Juvenile Board



# 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:** March 27, 2017  
**To:** Dallas County Juvenile Board  
**From:** Dr. Terry S. Smith, Director  
**Subject:** Summer School 2017 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 2016-17 academic school year which ends on June 2, 2016. The Texas Juvenile Justice Department (TJJD) approved funding for 2017 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 5, 2017, and end June 23, 2017. The cost is not to exceed **\$3,262** and to be paid from JJAEP fund #7201.

**Impact on Operations and Maintenance:**

The Student Success Initiative (SSI) was created by the Texas Education Agency (TEA) 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 and assisting with academic growth.

**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 5, 2017, and end Friday, June 23, 2017.

**Recommendation:**

It is recommended that the Dallas County Juvenile Board approve the Dallas County Juvenile Justice Alternative Education Program Summer School Plan for **\$3,262** to be paid from fund #7201.

**Recommended by:**

A handwritten signature in blue ink, appearing to read "Dr. S.S. Smith", is written over a horizontal line.

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

### DCJJAEP SUMMER SCHOOL PLAN 2017

JJAEP's proposed summer school plan is below. The plan includes summer school dates, testing dates, and budgetary needs.

<b>5<sup>th</sup> and 8<sup>th</sup> graders only that have failed one or more STAAR Tests</b>	Currently there are approximately 20 8 <sup>th</sup> graders
Budgetary costs Teachers = 15 days @ 4.5 hours per day (with exception to testing dates) Students = 15 days @ 3.5 hours per day  Attendance Clerk – June 26 to complete and compile reports (8 hours)	JSOs (1) no charge Behavior specialist – no charge Assistant campus administrator – no charge Case managers – no charge 2 Teachers - \$2,970 total (70.5 hours per teacher at \$22.00 per hour) 1 data analyst –no charge 1 day - Attendance Clerk (8 hrs. @ \$20 = \$160)
Transportation	Options include: DART bus passes, Coordinated van pick ups
Food	Dallas ISD (no charge)
<b>TOTAL</b>	<b>Total Budget: \$3,262</b>
	Mandatory students will be reimbursed by the State

#### Summer School Dates and Details

June 5 – 9 – Accelerated Instruction

June 12 – 16 – Accelerated Instruction

June 19 - Accelerated Instruction

**June 20 - Math Test Administration**

**June 21 – Reading Test Administration**

Jun 22 - 23 – Instructional activities

## JUVENILE BOARD ORDER

ORDER NO: 2017 - XXX

DATE: March 27, 2017

STATE OF TEXAS §

COUNTY OF DALLAS §

**BE IT REMEMBERED** at a regular meeting of the Juvenile Board of Dallas County, Texas, held on the 27<sup>th</sup> day of March 2017, 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 Dallas County Juvenile Department is mandated to operate the Dallas County Juvenile Justice Alternative Education Program (JJAEP) for the 2016-17 academic school year which ends on June 2, 2016. The Texas Juvenile Justice Department (TJJD) approved funding for 2017 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 5, 2017, and end June 23, 2017. The cost is not to exceed **\$3,262** and to be paid from JJAEP fund #7201; and

**WHEREAS,** the Student Success Initiative (SSI) was created by the Texas Education Agency (TEA) 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; and

**WHEREAS,** this request complies with Vision 3: Dallas is *safe, secure, and prepared*, by expanding disposition alternatives with regard to treatment for youth/families involved in the juvenile justice system and assisting with academic growth; and

**WHEREAS,** there is no direct legal impact; and



- WHEREAS,** the financial impact to the JJAEP budget has been reviewed and approved by Ms. Carmen Williams, Budget Service Manager; and
- WHEREAS,** the students at JJAEP will have opportunities to receive accelerated instruction to be considered for promotion; and
- WHEREAS,** the 15-day summer program is scheduled to begin Monday, June 5, 2017, and end Friday, June 23, 2017; and
- WHEREAS,** it is recommended that the Dallas County Juvenile Board approve the Dallas County Juvenile Justice Alternative Education Program Summer School Plan for **\$3,262** to be paid from fund #7201.

**IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED** that the Juvenile Board approves Summer School 2017 for Juvenile Justice Alternative Education Program (JJAEP).

**DONE IN OPEN BOARD MEETING** this 27<sup>th</sup> day of March, 2017.

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:

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

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Judge Cheryl Lee Shannon, Chairman  
Dallas County Juvenile Board



# 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:** March 27, 2017  
**To:** Dallas County Juvenile Board  
**From:** Dr. Terry S. Smith, Director  
**Subject:** 2017-2018 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 2017-2018 School Calendar for the Dallas County Juvenile Justice Alternative Education Program (DCJJAEP).

**Impact on Operations and Maintenance:**

The 2017-2018 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 make-up days. 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 2017-2018 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 and assisting with academic growth.

**Legal Information:**

There is no direct legal impact.

**Financial Impact/Considerations:**

There is no direct fiscal impact.

**Performance Impact Measures:**

Adopting an academic calendar each year meets the requirements set by the Texas Education Agency (TEA).

**Project Schedule/Implementation:**

The 2017-2018 School Calendar has classes scheduled to begin on August 14, 2017, and end on May 31, 2018.

**Recommendation:**

It is recommended the Dallas County Juvenile Board approves the 2017-2018 School Calendar for the Dallas County Juvenile Justice Alternative Education Program (DCJJAEP).

**Recommended by:**



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





August / Agosto 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		

February / Febrero 2018						
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			

September / Septiembre 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

March / Marzo 2018						
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
24	26	27	28	29	30	31

October / Octubre 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 2018						
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					

November / Noviembre 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		

May / Mayo 2018						
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		

December / Diciembre 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

June / Junio 2018						
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

January / Enero 2018						
S	M	T	W	T	F	S
31	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			

July / Julio 2018						
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 14

School ends May 31

Teachers' last day June 1

Administrators' last day June 22

Student/Teacher Holidays

\* September 4 - Labor Day

\* November 21-24 - Thanksgiving

\* December 25 - January 5 - Winter Break

\* January 15 - Martin Luther King, Jr. Day

\* March 12 - 16 - Spring Break

\* May 28 - Memorial Day

Inclement Weather Days

\* March 30

\* April 16

Parent/Teacher Conference

\* October 16 - 20

\* February 19 - 23

## Legend

76,140 minutes

Student/Teacher Holidays

Student Holidays/Staff Development

{ Six Weeks Begins

} Six Weeks Ends

Early Release/Professional Development

Inclement Weather Day

## Early Release Days (12:00 - 3:00 PM)

Sept. 22, Nov. 3, Feb 23, Apr 13

## Breakdown of Days

183 Student Days

7 Professional Development/Prep Days

190 Total Teacher Work Days

20 Administrative Contractual Days

210 Total Administrator Days

1<sup>st</sup> Six Weeks 292<sup>nd</sup> Six Weeks 303<sup>rd</sup> Six Weeks 301<sup>st</sup> Semester 894<sup>th</sup> Six Weeks 335<sup>th</sup> Six Weeks 296<sup>th</sup> Six Weeks 322<sup>nd</sup> Semester 94

**JUVENILE BOARD ORDER**

**ORDER NO:**               **2017 - XXX**

**DATE:**                   **March 27, 2017**

**STATE OF TEXAS**       **§**

**COUNTY OF DALLAS**   **§**

**BE IT REMEMBERED** at a regular meeting of the Juvenile Board of Dallas County, Texas, held on the 27<sup>th</sup> day of March 2017, 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 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 2017-2018 School Calendar for the Dallas County Juvenile Justice Alternative Education Program (DCJJAEP); and

**WHEREAS,**       the 2017-2018 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 make-up days. 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 2017-2018 School Calendar will be forwarded to Texas Juvenile Justice Department (TJJD), TEA and the Region 10 Education Service Center; and

**WHEREAS,**       this request complies with Vision 3: Dallas is *safe, secure, and prepared*, by expanding disposition alternatives with regard to treatment for youth/families involved in the juvenile justice system and assisting with academic growth; and

**WHEREAS,**       there is no direct legal impact; and

**WHEREAS,**       there is no direct fiscal impact; and

- WHEREAS,** adopting an academic calendar each year meets the requirements set by the Texas Education Agency (TEA); and
- WHEREAS,** the 2017-2018 School Calendar has classes scheduled to begin on August 14, 2017, and end on May 31, 2018; and
- WHEREAS,** it is recommended the Dallas County Juvenile Board approve the 2017-2018 School Calendar for the Dallas County Juvenile Justice Alternative Education Program (DCJJAEP).

**IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED** that the Juvenile Board approves the Dallas County Juvenile Justice Alternative Education 2017-2018 School Calendar.

**DONE IN OPEN BOARD MEETING** this 27<sup>th</sup> day of March, 2017.

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

## 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:** March 27, 2017  
**To:** Dallas County Juvenile Board  
**From:** Dr. Terry S. Smith, Director  
**Subject:** Request to extend the existing Residential and Non-residential Services Contracts

**Background of Issue**

The Juvenile Department historically contracts with community-based programs to provide residential and non-residential services for the youth and families we serve.

On September 26, 2016, under Order No. 2016-105, the Juvenile Board authorized the extension of existing contracts issued under the request for proposals (RFP) and original Juvenile Board Orders listed below.

**Non-Residential Services Contracts**

RFP #	Contract Award Board Order
2011-073-5568	Order Nos. 2011-087 and 2012-019
2012-078-6081	Order No. 2012-090

**Residential Services Contracts**

RFP #	Contract Award Board Order
2011-080-5619	2011-099
2012-077-6080	2012-089

FY2016 was the final renewal year for contracts issued under the listed RFPs. The contracts were scheduled to terminate on September 30, 2016. Thus, all of the existing contractors were required to participate in an RFP process in order to be considered for a new FY2017 contract.

The contract extensions were necessary to allow for time to complete the two (2) RFP processes and to avoid an interruption in services for the youth who were currently enrolled in those programs. The approved contract extension period was October 1, 2016 – March 31, 2017.

The Juvenile Department released RFP Nos. 2017-018-6642 and 2017-019-6643 for residential and non-residential services, respectively, on December 12, 2016 through the Dallas County Purchasing Department. A total of twenty-three (23) non-residential proposals and nineteen (19) residential proposals were received by the Purchasing Department before the 2:00pm, January 9, 2017, deadline for proposal submission. The Juvenile Department has completed the RFP evaluation processes and is now engaged in contract negotiations with the vendors.

As indicated in the September 2016 briefing, the delay in the RFP processes is attributed to efforts to

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

implement new RFP procedures. The Juvenile Department does not anticipate completion of the processes before the March 31, 2017 contract extension termination date. Thus, another contract extension is necessary to allow for time to complete the final steps of the two (2) RFP processes and to avoid an interruption in services for the youth currently enrolled in those programs.

The purpose of this briefing is to request authorization from the Juvenile Board to extend the existing residential and non-residential services contracts for the period of April 1, 2017 – May 31, 2017.

#### **Impact On Operations And Maintenance**

The Purchasing Department will facilitate the process for extending the existing contracts.

Contract Services will administer and monitor the contracts once approved. Probation officers will refer appropriate youth to the programs. Financial and programmatic audits will be conducted to ensure quality programming.

#### **Strategic Plan Compliance**

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

#### **Legal Information**

Contract Services is in the process of drafting the contracts documents to meet the criteria of the Purchasing Department. Upon completion, both documents will be submitted for review and approval by Ms. Denika Caruthers, Administrative Legal Advisor for the Juvenile Department.

#### **Financial Impact/Considerations**

Residential and Non-residential services contracts will be funded from the Juvenile Departments' 5110 budget, and grants provided by the Texas Juvenile Justice Department. The financial impact has been reviewed and approved by the Juvenile Department's Budget Manager, Ms. Carmen Williams.

#### **Performance Measures Impact**

The Texas Juvenile Justice Department requires that grant recipients have performance goals and objectives included in all service provider contracts. The Department will set FY2017 performance goals and objectives based on FY2016 performance outcomes which include, but are not limited to, length of stay, successful program completion and recidivism criteria. The RFP respondents who are awarded a contract under this RFP will be notified of these targets and informed that their performance and individual evaluation scores will be the impetus in recommending contract renewal.

#### **Project Schedule/Implementation**

The Purchasing Department will brief the Dallas County Commissioners Court on the need to extend the residential and non-residential services contracts until May 31, 2017 on April 18, 2017.

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

If approved, the April 1, 2017 - May 31, 2017 extension period will allow sufficient time to effectively and efficiently complete the RFP processes. In addition, the contract extension will allow youth involved in the contracted programs to discharge as scheduled, without an interruption in services/treatment.

The Juvenile Board will be briefed on the outcome of the RFP processes and contract recommendations during the May 22, 2017 meeting.

**M/WBE Information**

In accordance with Dallas County policy, RFP Nos. 2017-018-6642 and 2017-019-6643 required all proposers to complete and submit required M/WBE documentation. The M/WBE information was scored by the County's M/WBE Coordinator. Individual scores were included in the total score for each proposer.

**Recommendation**

It is recommended that the Dallas County Juvenile Board approve the recommendation by the Juvenile Department to extend the existing residential and non-residential services contracts for the period of April 1, 2017 – May 31, 2017.

**Recommended by:**



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

## JUVENILE BOARD ORDER

**ORDER NO:** 2017-XXX

**DATE:** March 27, 2017

**STATE OF TEXAS** §

**COUNTY OF DALLAS** §

**BE IT REMEMBERED** at a regular meeting of the Juvenile Board of Dallas County, Texas, held on the 27<sup>th</sup> day of March, 2017 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 Department historically contracts with community-based programs to provide residential and non-residential services for the youth and families that we serve; and

**WHEREAS,** the RFP processes for new FY2017 residential and non-residential services contracts have been delayed due to the implementation of new RFP procedures; and

**WHEREAS,** on September 26, 2016, under Order No. 2016-105, the Juvenile Board authorized the extension of the existing non-residential and residential services contracts awarded under the request for proposals (RFP) listed below for the period of October 1, 2016 – March 31, 2017 beyond the contracts original September 30, 2016 termination date; and

### Non-Residential Services Contracts

RFP #	Contract Award Board Order
2011-073-5568	Order Nos. 2011-087 and 2012-019
2012-078-6081	Order No. 2012-090

### Residential Services Contracts

RFP #	Contract Award Board Order
2011-080-5619	2011-099
2012-077-6080	2012-089

**WHEREAS,** the Juvenile Department released RFP Nos. 2017-018-6642 and 2017-019-6643 for residential and non-residential services, respectively, on December 12, 2016, through the Dallas County Purchasing Department; and

**WHEREAS,** a total of twenty-three (23) non-residential proposals and nineteen (19) residential proposals were received by the Purchasing Department before the 2:00pm, January 9, 2017, deadline for proposal submission; and



- WHEREAS,** the Juvenile Department has completed the RFP evaluation processes and is now engaged in contract negotiations with the vendors; and
- WHEREAS,** another contract extension is necessary to allow sufficient time to effectively and efficiently complete the two (2) RFP processes and to avoid an interruption in services to the youth and families currently enrolled in those contracted programs; and
- WHEREAS,** the new contract extension period for the existing contracts will be April 1, 2017 – May 31, 2017; and
- WHEREAS,** the residential and non-residential services contracts will be funded from the Juvenile Department's 5110 budget, and grants provided by the Texas Juvenile Justice Department; and
- WHEREAS,** this request complies with Vision 3: *Dallas is safe, secure and prepared* by expanding disposition alternatives with regard to treatment for youth/families involved in the juvenile justice system.

**IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED** that the Juvenile Board of Dallas County approves the recommendation of the Juvenile Department to extend the existing residential and non-residential services contracts for a period of April 1, 2017 – May 31, 2017.

**DONE IN OPEN BOARD MEETING** this 27th day of March, 2017.

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

Recommended by:

Approved by:

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

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



**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:** March 27, 2017  
**To:** Dallas County Juvenile Board  
**From:** Dr. Terry S. Smith, Director  
**Subject:** Any subsequent action deemed necessary as a result of VIII – Contacts - RFP#2017-18-6642

**Background**

Any subsequent action deemed necessary as a result of Contacts - RFP#2017-18-6642

Recommended by:

A handwritten signature in blue ink, appearing to read "Dr. SSS Smith", is written over a horizontal line.

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



# DISCUSSION ITEMS VI.





# ACTION ITEM

## L.



## **Academy for Academic Excellence Director's Report February 2017**

On February 1<sup>st</sup>, the Education department conducted our first session of Education 101 to continue its outreach to the Probationary staff which is designed to help Probation Officers understand the necessary requirements of the school enrollment and discipline hearing process. There were 65 attendees. Our goal is to equip probation officers with the tools necessary to help families navigate re-enrollment to schools and to be sure that disciplinary due process is followed.

Friday, February 24<sup>th</sup> was an early release day. Staff attended content meetings to discuss the lesson cycle, best practices for instructional delivery and curriculum alignment.

AAE assisted thirty-seven (37) families from the Food Bank and five (5) families from the Clothing Closet.

All schools held their parent conference nights.

**ACADEMY FOR ACADEMIC EXCELLENCE**  
**CHARTER SCHOOL REPORT**  
**February 2017**

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

**Latest Campus Enrollment**

<b>Total Enrollment</b>	<b>257</b>
SPED - Total Students	49
ESL - Total Students	57

**Instruction at a Glance**

The learning objective for this month involved focusing on the readiness standards for the March STAAR/EOC Test Administration. This included reviewing the writing process, reading and analyzing literature across various genres, reviewing STAAR related vocabulary, and proofreading and editing texts for clarity. Teachers are also reviewing concepts in mathematics, science and social studies to aid in preparing the students to be successful on the state accountability tests.

This month is set aside to acknowledge and celebrate the accomplishments and achievements of African Americans. In the various classrooms, teachers highlighted the significance African Americans have made through-out history.

February is also designated as Teen Dating Awareness Month. It is a national effort to raise awareness about abuse in teen and 20-something relationships and promote programs that prevent it. Dating violence is more common than many people think. One in three teens in the U.S. will experience physical, sexual or emotional abuse, by someone they are in a relationship with, before they become adults.

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

**Latest Campus Enrollment**

<b>Total Enrollment</b>	<b>47</b>
SPED - Total Students	05
ESL - Total Students	08

**Instruction at a Glance**

**GED**

Four (4) students have passed six (6) tests this month.

Two (2) students worked on an essay to enter a scholarship contest and were awarded the Lyle B. Medlock scholarship.

**Traditional**

Students wrote writing samples in every class for TELPAS.

Students completed a 4 Part Cause and Effect Study Foldable for Social Studies that consisted of Cover Page, Grid Voc. Map (i.e. Word, Observation, Know, and Infer information), Multi Flow Map (i.e. Cause and Effect), Timeline noted key information.

Students learned Black History Facts in every core class. They prepared to participate in a Black History Contest with other students.

**Credit Recovery**

One (1) student earned an Algebra I credit.

**MEDLOCK/YOUTH VILLAGE CAMPUS – (003):****Latest Campus Enrollment**

<b>Total Enrollment</b>	<b>110</b>
Medlock Students	72
Youth Village Students	29
Youth Village Youth Offenders	09

<b>SPED - Total Students</b>	<b>32</b>
Medlock SPED	23
Medlock 504	00
Youth Village SPED	09
Youth Village 504	00

<b>ESL – Total Students</b>	<b>10</b>
Medlock ESL	06
Youth Village ESL	04

**Instruction at a Glance**

Medlock Youth Village campus conducted several activities to celebrate African American History Month teaching students the importance of showing appreciation to those individuals who have contributed to their development as a person. Celebrating African American 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 student wrote essays on celebrating the legacy of different leaders of the Civil Rights Movement.

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. Throughout the month, Medlock and Youth Village staff honored the contributions of African Americans with a host of engaging activities and events that include all content areas, such as a tribute to the authors of the Harlem Renaissance, reenactment of the Montgomery Bus Boycott, and debates on modern day examples of civil disobedience. In addition, Medlock and Youth Village locations hosted a Black History Assembly featuring Commissioner John Wiley Price, who spoke to students on the migration of African Americans to the United States as well as their migration to Texas, in addition, he gave a voluminous expository of the many significant contributions of African Americans to society.

Medlock Youth Village Campus began its recognition of prominent African American leaders by holding various classroom activities in the History, Technology, and Credit Recovery classes. In addition, in history the students did a film study of the movie Selma and discussed the history of the Bloody Sunday and the significance of the Edmund Pettus Bridge. The students also evaluated and discussed segments of Alex Haley's Roots. In addition, the staff held student-led programs to celebrate African American History Month at both facilities. At the Youth Village location, the students held an artistic and theatrical performance entitled "Birth of a Nation", produced and directed by the Campus Administrator. Titled the same, the Medlock location had performances directed and produced by the instructional and institutional staff.

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 the content areas.

**Report Card**

The 4<sup>th</sup> Six Weeks ended on February 24<sup>th</sup>; and 17 students were on the A and B Honor Roll. Parent copies were mailed and students received copies.



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

<b>Total Enrollment</b>	<b>39</b>
SPED Total Students	04
ESL Total Students	12

**Instruction at a Glance****English**

As part of our Black History month celebration, the 9<sup>th</sup>-12<sup>th</sup> grade students participated in the Paul Lawrence Dunbar Contest. The contest consisted of translating one of Dunbar's poems using today's proper vernacular. The students were broken up into teams and the team that properly recited the poem won the contest.

We also incorporated Valentine's Day into Black History Month by creating hearts with famous black poets and writers pictured and one of their most famous written pieces.

**Career and Technology**

Students learned about:

- 1) EXCEL Formatting
- 2) EXCEL Spreadsheet
- 3) EXCEL – 5 day Weather Forecast assignment
- 4) EXCEL Graphs

**Science**

The students:

- Understood the uses of fossil fuels in everyday life.
- Explored the uses of metals metalloids and metals.
- Made polymers strands to simulate polyethylene a product of fossil fuels.
- Conducted a lab to simulate casing form of plastics.
- Understood the DNA and RNA in cell reproduction.
- Learned about how traits are passed in offspring.
- Explored scientific findings of crossbreeding ex liger and tigon.
- Conducted a lab to replicate a DNA strand.
- Demonstrated knowledge of physical and chemical changes Identifying physical and chemical changes.
- Identified words that show chemical or physical changes.
- Explored examples of cutting, slicing, and tearing (physical).
- Explored examples of burning, smoke, cooking (chemical).
- Identified types of clouds and temperature change over a period of 5 days.

**Math**

Students multiplied polynomials by polynomials with the FOIL method and BOX Method.

**LETOT CAMPUS (005):**

**Latest Campus Enrollment**

<b>Total Enrollment</b>	24 shelter/12 RTC
SPED Total Students	2 shelter/4 RTC
ESL Total Students	3 shelter/3 RTC

**Instruction at a Glance**

- All students completed writing samples in every class on District "Writing Day" Feb 14. ESL students' content essays were used as TELPAS writing samples which will be followed by the TELPAS On-line Reading test. All ELA teachers hold an ESL endorsement.

**Campus Life at a Glance**

- Highlighted this month are the two student showcases to acknowledge their on-going learning and appreciation of Black History. The campus theme *"We're not hidden: Letot Student Showcase for African-American History Month"* resulted in student shared poignant songs, art, spoken word, readings, praise dance and a special luncheon. Two Letot students from Shelter and RTC were recipients of awards from the County Essay Contest, 3<sup>rd</sup> and 1<sup>st</sup> places respectively.

### ACADEMY FOR ACADEMIC EXCELLENCE PROGRAM STATUS REPORT

Active Enrollments					
Student Enrollment as of February 2017:			District Total Enrollment: 475		
District Average Attendance			447 (94.11%)		
District Special Education Student Population			138 (29.05%)		
CAMPUSES	JDC - 001	DRC - 002	MED. / YV - 003	SAU - 004	LETOT - 005
	Number	Number	Number	Number	Number
Enrollment	256	34	111	37	37
New Students	130	28	14	19	24
Withdrawals	123	19	17	20	23
Avg. Daily Attendance	254	21	109	27	36
Avg. Daily Enrollment	256	34	111	37	37
Attendance Average	99.22%	61.76%	98.20%	72.97%	97.30%

#### 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	(16.34%)	06	(11.54%)	00	(0.0%)	04	(11.43%)	29	(80.56%)
Male	215	(83.66%)	46	(88.46%)	110	(100%)	31	(88.57%)	07	(19.44%)
GRADE	Number		Number		Number		Number		Number	
3	0		0		0		0		0	
4	0		0		0		0		0	
5	0		0		1		0		0	
6	5		1		13		2		1	
7	36		8		9		2		5	
8	38		6		14		5		5	
9	124		28		49		17		14	
10	40		9		21		6		10	
11	13		0		3		3		1	
12	1		0		0		0		0	
AGE	Number		Number		Number		Number		Number	
10	0		0		0		0		0	
11	0		0		1		0		0	
12	4		0		4		0		1	
13	8		1		7		1		4	
14	23		3		18		2		8	
15	81		11		19		5		10	
16	88		19		31		12		12	
17	53		17		30		15		1	
18+	0		1		0		0		0	
ETHNICITY	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
African American	113	(43.97%)	20	(38.46%)	72	(65.45%)	7	(20.00%)	16	(44.44%)
Caucasian	21	(8.17%)	0	(0.00%)	8	(7.27%)	1	(2.86%)	1	(2.78%)
Hispanic	121	(47.08%)	32	(61.54%)	27	(24.55%)	25	(71.43%)	18	(50.00%)
Native American	1	(0.39%)	0	(0.00%)	0	(0.00%)	0	(0.00%)	0	(0.00%)
Other/Asian	1	(0.39%)	0	(0.00%)	3	(2.73%)	2	(5.71%)	1	(2.78%)



# ACTION ITEMS

## VII.





# 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:** March 27, 2017  
**To:** Academy for Academic Excellence Charter School Board  
**From:** Dr. Terry S. Smith, Director  
**Subject:** 2017-2018 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 2017-2018 School Calendar.

**Impact on Operations and Maintenance:**

The 2017-2018 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 2017-2018 School Calendar will be forwarded to Texas Juvenile Justice Department (TJJD), Texas Education Agency (TEA) and the Region 10 Educational 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 and assisting with academic growth.

**Legal Information:**

There is no direct legal impact.

**Financial Impact/Considerations:**

There is no direct fiscal impact.

**Performance Impact Measures:**

Adopt an academic calendar each year which meets the requirements set by the Texas Education Agency (TEA).

**Project Schedule/Implementation:**

The 2017-2018 School Calendar has classes scheduled to begin on August 14, 2017, and end on May 31, 2018.

**Recommendation:**

It is recommended that the Academy for Academic Excellence Charter School Board approve the 2017-2018 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

## 2017-2018 School Calendar



August / Agosto 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		

February / Febrero 2018						
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			

September / Septiembre 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

March / Marzo 2018						
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
24	26	27	28	29	30	31

October / Octubre 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 2018						
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					

November / Noviembre 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		

May / Mayo 2018						
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		

December / Diciembre 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

June / Junio 2018						
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

January / Enero 2018						
S	M	T	W	T	F	S
31	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			

July / Julio 2018						
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 14
- School ends May 31
- Teachers' last day June 1
- Administrators' last day June 22
- Student/Teacher Holidays
  - \* September 4 - Labor Day
  - \* November 21-24 - Thanksgiving
  - \* December 25 - January 5 - Winter Break
  - \* January 15 - Martin Luther King, Jr. Day
  - \* March 12 - 16 - Spring Break
  - \* May 28 - Memorial Day
- Inclement Weather Days
  - \* March 30
  - \* April 16
- Parent/Teacher Conference
  - \* October 16 - 20
  - \* February 19 - 23

### Legend 76,140 minutes

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

### Early Release Days (12:00 - 3:00 PM)

Sept. 22, Nov. 3, Feb 23, Apr 13

### Breakdown of Days

- 183 Student Days
- 7 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 30 Days
- 1<sup>st</sup> Semester 89 Days
- 4<sup>th</sup> Six Weeks 33 Days
- 5<sup>th</sup> Six Weeks 29 Days
- 6<sup>th</sup> Six Weeks 32 Days
- 2<sup>nd</sup> Semester 94 Days



ACADEMY FOR ACADEMIC EXCELLENCE CHARTER SCHOOL BOARD ORDER

ORDER NO: 2017 - XXX

DATE: March 27, 2017

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 27<sup>th</sup> day of March 2017, 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 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 2017-2018 School Calendar; and

**WHEREAS,** the 2017-2018 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 2017-2018 School Calendar will be forwarded to Texas Juvenile Justice Department (TJJD), Texas Education Agency (TEA) and the Region 10 Educational Service Center; and

**WHEREAS,** this request complies with Vision 3: Dallas is *safe, secure, and prepared*, by expanding disposition alternatives with regard to treatment for youth/families involved in the juvenile justice system and assisting with academic growth; and

**WHEREAS,** there is no direct legal impact; and

- WHEREAS,** there is no direct fiscal impact; and
- WHEREAS,** adopt an academic calendar each year which meets the requirements set by the Texas Education Agency (TEA); and
- WHEREAS,** the 2017-2018 School Calendar has classes scheduled to begin on August 14, 2017, and end on May 31, 2018; and
- WHEREAS,** it is recommended that the Academy for Academic Excellence Charter School Board approve the 2017-2018 School Calendar for the Academy for Academic Excellence, as presented.

**IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED** that the Academy for Academic Excellence Charter School Board approves the 2017-2018 School Calendar for the Academy for Academic Excellence.

**DONE IN OPEN BOARD MEETING** this 27<sup>th</sup> day of March, 2017.

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 Charter School Board



# ACTION ITEM

## N.



**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:** March 27, 2017

**To:** Academy for Academic Excellence Charter School Board

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

**Subject:** Academy for Academic Excellence Budget Amendment #2: Additional Revenue, Line Item Adjustments and Summer School Proposal

**Background of Issue:**

The original FY 2017 budget for the Academy of Academic Excellence (AAE) was presented to the School Board and approved on July 25, 2016 (Board Order #2016-071). On January 23, 2017, the Charter School Board approved Budget Amendment #1 (Court Order #2017-009), on maximum entitlements and line item adjustments. This brief seeks approval to accept additional revenue, make line item adjustments and 2017 summer school proposal for Title I Part A (7502) funds granted to AAE in the amount of \$71,350.00.

**Impact on Operations and Maintenance:**

After submission of the original Budget and Budget Amendment #1, AAE received an additional allocation of \$71,350 for Title I part A. The additional funds will be used to pay staff for AAE's summer school program (AAE's Summer School Plan is attached), purchase books and supplemental materials and computer software programs that support literacy and math.

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

6100 Salary – Substitute Teachers for summer school (1060)	\$40,000.00
6300 Books and Materials (2950)	\$19,310.00
6300 Summer School Supplies (5080)	\$1,000.00
6300 EPS and Accucess (literacy and math programs-2150)	\$11,040.00
<b>TOTAL</b>	<b>\$71,350.00</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 and assisting with academic growth.

**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:**

Utilize the additional revenue to support AAE's instructional needs.

**Project Schedule/Implementation:**

The Budget Amendment #2 will be implemented for the remainder of FY 2017 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

## (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: Accelerated Instruction (AI):</b> <b>5<sup>th</sup> and 8<sup>th</sup> grade Re-Testers</b> <b>June 5-9 and June 12-16</b>	<b>Campus Staff Needs:</b> 6 teachers at Campus 001 (JDC)
Phase I: 17 teachers AI – 10 days – 4 hours per day	2 teachers at Campus 002 (DRC) 4 teachers at Campus 003 (Medlock Youth Village)
	2 teachers at Campus 004 (SAU)
	2 teachers at Campus 005 (Letot)
	GED – 1 teacher to allow students to complete GED Prep – 1 teacher
<b>AI Staffing Needs:</b> <b>4 hours each day with 3 hours of instruction with exception to test administration days</b> 17 teachers 6/5-9 – 4 hours per day 6/12-16- 4 hours per day 6/16 – 1 hour for Testing Training (all staff)	<b>Budget Needs: \$15,334 (7502)</b> (teaching staff, testing and finalizing tests)  <b>Phase I Total: \$15,334 (7502)</b>
<b>Phase II: STAAR and EOC Testing</b> <b>June 20-23, 2017</b>	Campus 001 – ten teachers Campus 002 – two teachers Campus 003 – four teachers Campus 004 – two teachers Campus 005 – two teachers Summer school facilitator – campus administrators
<b>Phase II: Staffing Needs for Testing</b> 20 teachers June 19 – EOC English I (8 hours) June 20 – STAAR Math (8 hours) June 21– STAAR Reading & EOC English II (8 hrs) June 22-23 – all other courses (8 hrs per day) June 26 – campus test coord. (5) return testing materials (4 hours) June 26-30 – selected administrators (5) for SSI/GPC requirements (5 hrs per day)	<b>Budget Needs: \$21,165 (7502)</b>  <b>Phase II Total: \$21,165 (7502)</b>
<b>Summer School Totals:</b>	<b>Phase I and II Totals: \$36,501 (7502)</b>

**Accelerated Instruction (5<sup>th</sup> and 8<sup>th</sup>) and Testing Details**

June 5 – 9 – Accelerated Instruction

June 12 – 16 – Accelerated Instruction

June 16 – Testing Training

**June 19 – English I EOC**

**June 20 – STAAR Math Test Administration**

**June 21 – STAAR Reading and English II EOC Test Administration**

**June 22 - 23 – all other courses for EOC**

**June 26 – Campus Test Coordinators return testing materials**

June 26-30 – SSI/GPC Preparation Requirements

**ACADEMY FOR ACADEMIC EXCELLENCE CHARTER SCHOOL BOARD ORDER**

**ORDER NO:** 2017 - XXX

**DATE:** March 27, 2017

**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 27<sup>th</sup> day of March 2017, 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 2017 budget for the Academy of Academic Excellence (AAE) was presented to the School Board and approved on July 25, 2016 (Board Order #2016-071). On January 23, 2017, the Charter School Board approved Budget Amendment #1 (Court Order #2017-009), on maximum entitlements and line item adjustments. This brief seeks approval to accept additional revenue, make line item adjustments and 2017 summer school proposal for Title I Part A (7502) funds granted to AAE in the amount of \$71,350.00; and

**WHEREAS,** after submission of the original Budget and Budget Amendment #1, AAE received an additional allocation of \$71,350 for Title I part A. The additional funds will be used to pay staff for AAE's summer school program (AAE's Summer School Plan is attached), purchase books and supplemental materials and computer software programs that support literacy and math

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

6100 Salary – Substitute Teachers for summer school (1060)	\$40,000.00
6300 Books and Materials (2950)	\$19,310.00
6300 Summer School Supplies (5080)	\$1,000.00
6300 EPS and Accucess (literacy and math programs-2150)	\$11,040.00
<b>TOTAL</b>	<b>\$71,350.00; 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 assisting with academic growth; and

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

- WHEREAS,** this information has been reviewed and approved by Ms. Carmen Williams, Budget Service Manager; and
- WHEREAS,** utilize the additional revenue to support AAE's instructional needs; and
- WHEREAS,** the Budget Amendment #2 will be implemented for the remainder of FY 2017 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 approves the Academy for Academic Excellence Budget Amendment #2: Additional Revenue, Line Item Adjustments and Summer School Proposal.

**DONE IN OPEN BOARD MEETING** this 27<sup>th</sup> day of March, 2017.

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 Charter School Board





# EXECUTIVE SESSION VIII.