

LAKE DALLAS INDEPENDENT SCHOOL DISTRICT  
Board of Trustees



**Regular Meeting**

Monday, January 13, 2025 5:30 PM

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**Meetings of the Board are held at 104 Swisher Rd., Lake Dallas, TX 75065**

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

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**Agenda**

1. **Call to Order, Roll Call, and Establishment of Quorum**
2. **Moment of Silence and Pledges of Allegiance**
3. **Student/Staff Report/Recognitions**
  - 3.A. ***Student Success:*** Lake Dallas ISD Christmas Card Art Contest
  - 3.B. ***Student Success:*** TAFE Area Competition
  - 3.C. ***Student Success:*** LDHS Theater Advances to International Competition
  - 3.D. ***Parent & Family/Community Support:*** School Board Recognition Month
4. **Executive Session**

The open session of the meeting will adjourn. The Board of Trustees will reconvene in executive session pursuant to one or more of the sections of the Texas Open Meetings Act (Chapter 551 of the Texas Government Code). The Board of Trustees will reconvene in open session to take any final action, decision, or vote on a matter deliberated in executive session.

- A. Private consultation with the Board's attorney (TGC 551.071)
- B. Discussing or deliberating purchase, exchange, lease or value of real property (TGC 551.072)
- C. Discussing or deliberating negotiated contract for prospective gift or donation to the school district (TGC 551.073)
- D. Discussing or deliberating appointment, employment, evaluation, reassignments, duties, discipline, or dismissal of a public officer (TGC 551.074)

- E. Discussing or deliberating the deployment, or specific occasions for implementation of security personnel or devices; or a security audit (TGC 551.076)
- F. Discussing Security Matters regarding Emergency Operations Plans, Safety, and Security Audits (TEC 37.109)
- G. Discussing or deliberating discipline of a public school child or employee complaint against another employee (TGC 551.082)
- H. Discussing or deliberating a public school child which reveals personally identifiable information (TGC 551.0821)
- I. Investigation; exclusion of witness from a hearing during examination of another witness (TGC 551.084)
- J. Discussing economic development negotiations or offer of financial or other incentive to business prospects (TGC 551.086)

**5. Public Comment**

At regular Board meetings, the Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting. Individuals who wish to participate during the Open Comment portion of the meeting shall sign up with the presiding officer or designee before the meeting begins as specified in the Board's procedures on public comment and shall indicate the agenda item or topic on which they wish to address the Board. An individual's comments to the Board shall not exceed three minutes per meeting.

**6. Public Hearing**

- 6.A. 2023-2024 Texas Academic Performance Report (TAPR)- Priority One-Student Success

**7. INFORMATION ITEMS**

- 7.A. *Efficient Operations*: Construction Update

**8. CONSENT AGENDA ITEMS**

Consent Agenda Items are items identified as routine, procedural, informational or self-explanatory presented as a single motion to be acted on at one time.

- 8.A. **Consideration/Approval of the Minutes of the December 16, 2024, Regular Meeting**
  - 8.B. **Consideration/Approval of Monthly Financial Statements and Quarterly Investment Report**
  - 8.C. **Consideration/Approval of the Budget Amendment**
  - 8.D. **Consideration/Approval of an Interlocal Agreement between Lake Dallas ISD and Region 10 Education Service Center Child Nutrition Multi-Region Purchasing Cooperative Program**
  - 8.E. **Consideration/Approval of Unsolicited Donations to Lake Dallas ISD**
  - 8.F. **Consideration/Approval Children's Advocacy Center for North Texas MOU**
- 9. ACTION ITEMS**

9.A. ***Student Success:*** Consideration/Approval of the 2025-2026 Academic Calendar

10. **Calendar, Announcements & Information**

10.A. **Upcoming Meetings & Events**

11. **Executive Session**

The open session of the meeting will adjourn. The Board of Trustees will reconvene in executive session pursuant to one or more of the sections of the Texas Open Meetings Act (Chapter 551 of the Texas Government Code). The Board of Trustees will reconvene in open session to take any final action, decision, or vote on a matter deliberated in executive session.

A. Private consultation with the Board's attorney (TGC 551.071)

B. Deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public employee or officer (TGC 551.074).

K. Superintendent's Summative Evaluation.

L. Superintendent's Contract and Compensation.

12. **ACTION ITEMS**

12.A. ***Efficient Operations:*** Consideration/Approval of Personnel Items including the Superintendent's Evaluation and Contract

13. **Adjournment**

# Lake Dallas ISD Christmas Card Art Contest

**Presenter:** Taylor Poston, Director of Communications

**Event:** LDISD Board of Trustees Meeting

**Date:** January 13, 2025



STUDENT SUCCESS



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- LDISD opened a contest to all students to submit their own original artwork to be featured on the district's Christmas Card that would be sent to supporters of the district and district partners.
- Over 50 entries were submitted and voted on by administrators from throughout the district





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- The Second and Third Place winners, as well as an honorable mention for a poem, were featured on the back and inside of the card (respectively)

Second Place:

Aubree Figueroa, 5th Grade, CE



Third Place:

Rylee Sloan, 6th Grade, LDMS



Honorable Mention:

Angela Rios-Cruz, 5th Grade, CE



# Cover Art Winner

AVERY GALINDO- 8TH GRADE, LDMS



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Any Questions?



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**FALCONS**  
*first*



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Independent School District



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**FALCONS**  
*first*





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# TAFE Area Competition

**Presenter:** Gina Minassian, LDHS Teacher and TAFE Sponsor

**Event:** LDISD Board of Trustees Meeting

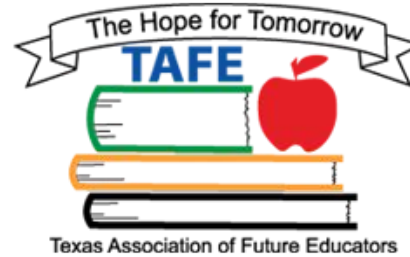
**Date:** January 13, 2025





## Education & Training

- Careers in Education
- Effective Practices
- Field-based Internships
- Teaching
- Recreation
- Appreciation
- Fundraising
- Leadership
- Education
- Service



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# TAFE Area Competition

- Chapter Yearbook
- Digital Portfolio
- Teacher Created
- Interactive Bulletin Board
- Education Leadership Fundamentals (ELF) Test
- Project Visualize - Teacher Appreciation



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# Digital Yearbook

- Kaylee Fengler



# Chapter Service Project



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# Chapter Yearbook

- Zoey Christensen
- Estefany Leonides
- Haylee Rogers



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# Teacher Created Materials

- Lena Nguyen



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Any Questions?



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# LDHS Theater Advances to International Competition

**Presenter:** Melissa Shamp, LDHS Theater Director

**Event:** LDISD Board of Trustees Meeting

**Date:** January 13, 2025



# Texas Thespian Festival

- 8,000 High School Students gather at The Gaylord Hotel for four days of Theatre Excellence
- Students take classes, see shows, and participate in the Thespy competitions
- Students choose and prepare a piece of theatre to perform or present to a panel of judges.
- Based on the scores from all three judges, students may earn the opportunity to perform at the International Thespian Festival this summer held in Bloomington, Indiana



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Hannah Shamp



Solo Musical  
Theatre Dance

Traeh Davis



Prop Making

Emerson Melgares



Solo  
Musical Theatre



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*Celebrating School Board Appreciation Month*



# LEADERSHIP

FOR TOMORROW'S TEXAS





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# Public Hearing

## 2023-2024 Lake Dallas ISD

### Texas Academic Performance Report (TAPR)

#### Priority One - Student Success

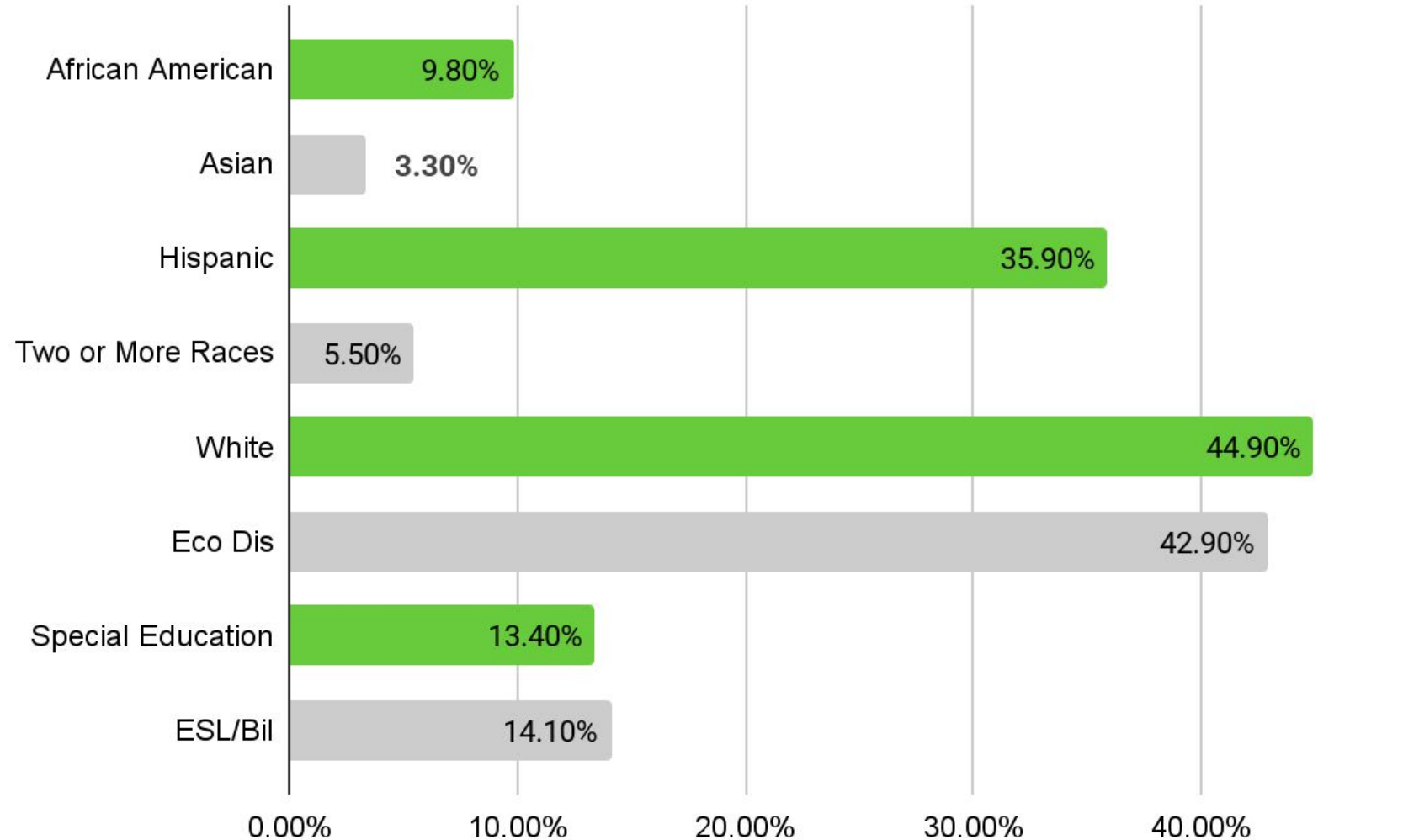
**Presenter:** Dr. Kelly O'Sullivan

**Event:** LDISD Board Meeting

**Date:** January 13, 2025



# 2023-24 Student Demographics



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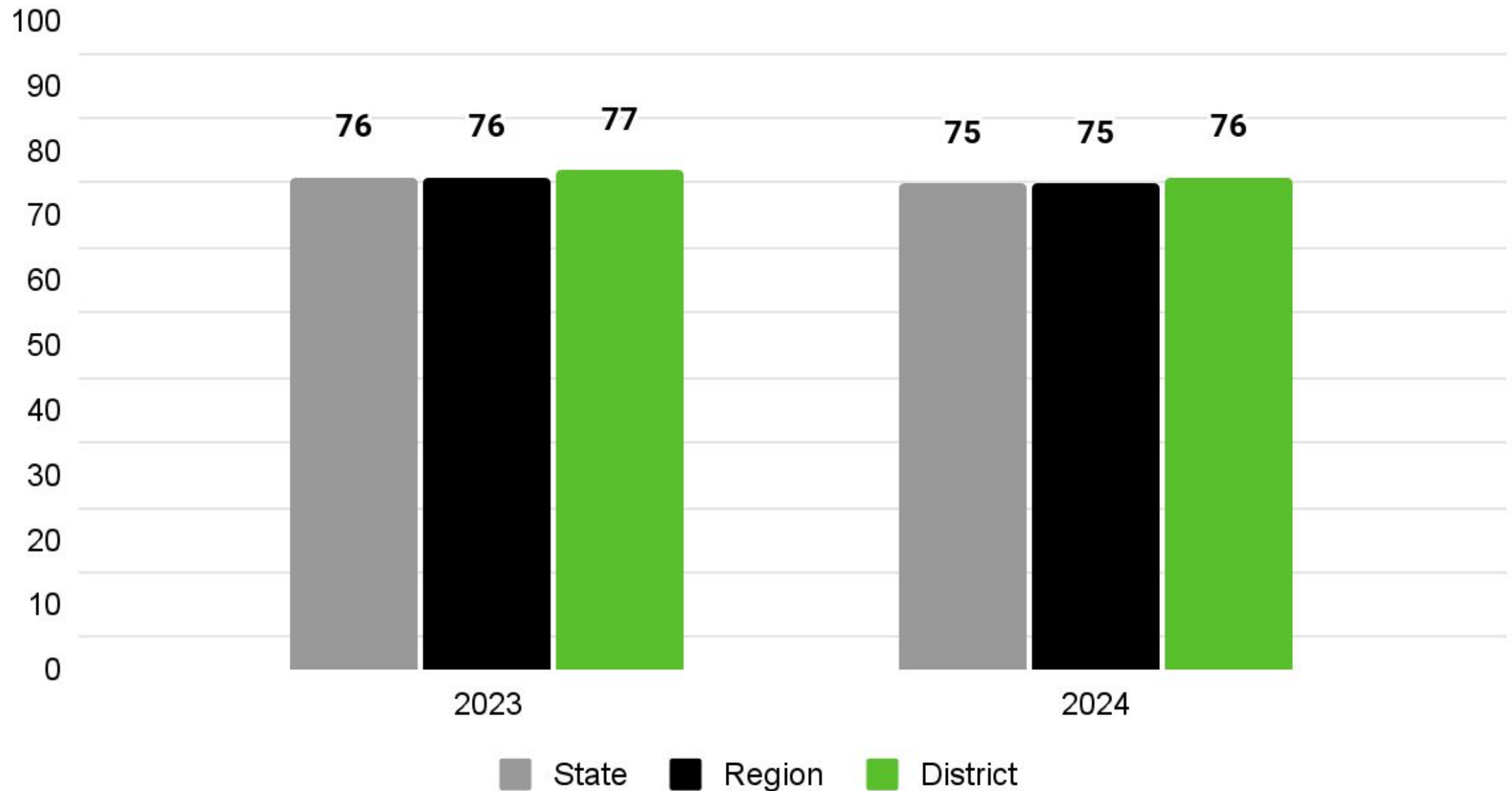
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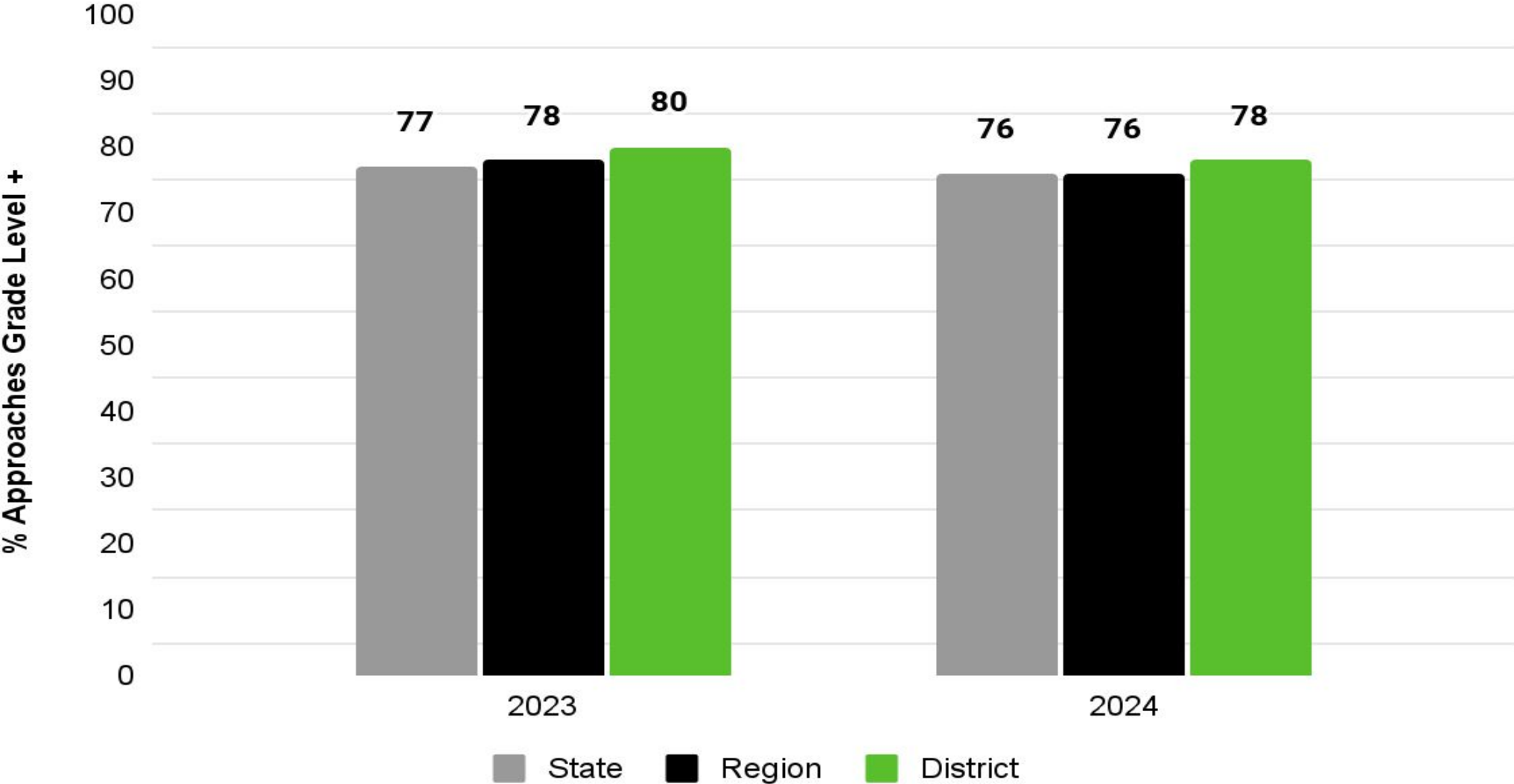
EFFICIENT OPERATIONS



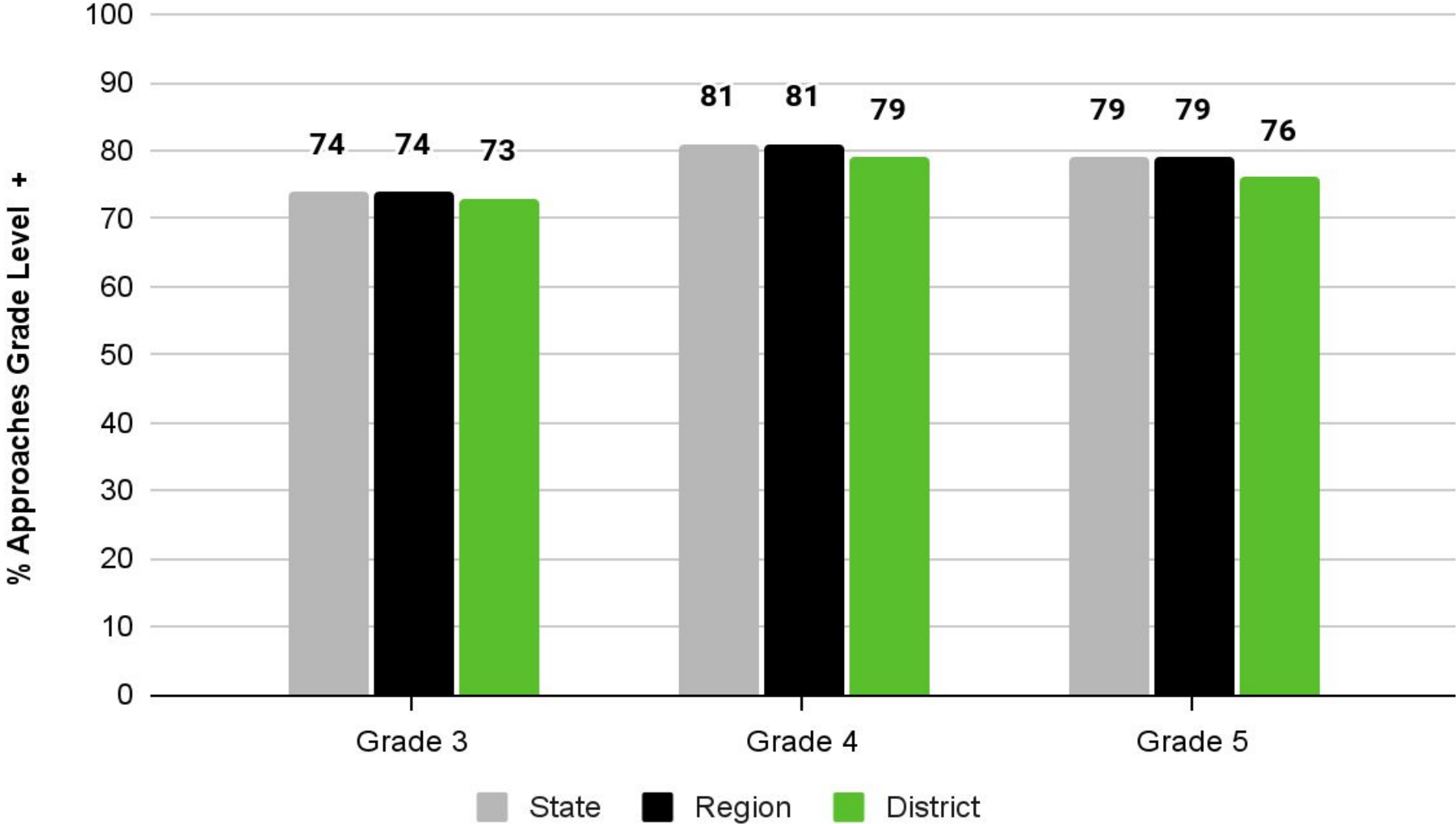
# 2024 STAAR & EOC All Grades All Subjects



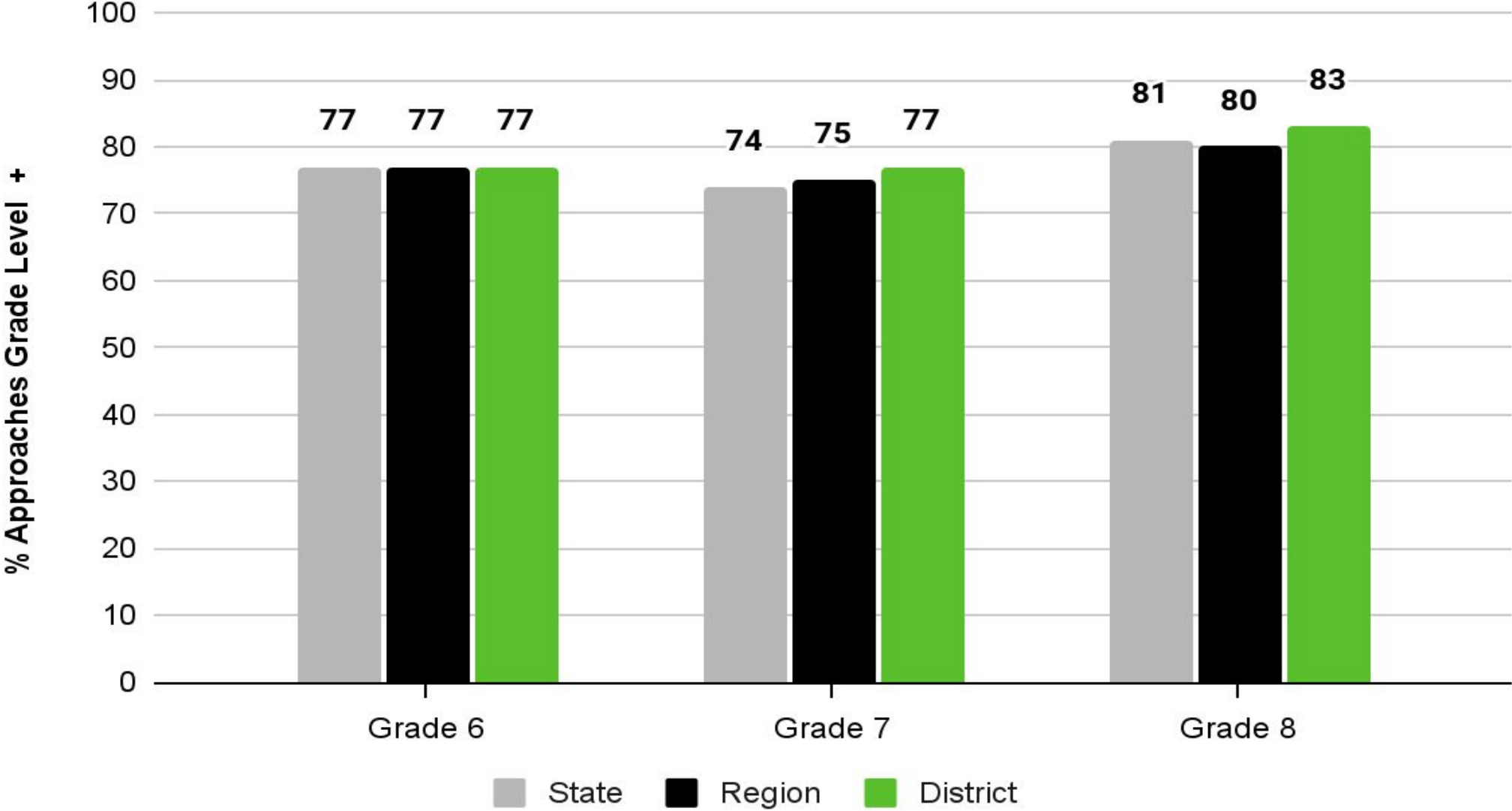
# 2024 STAAR English Language Arts & Reading All Grades



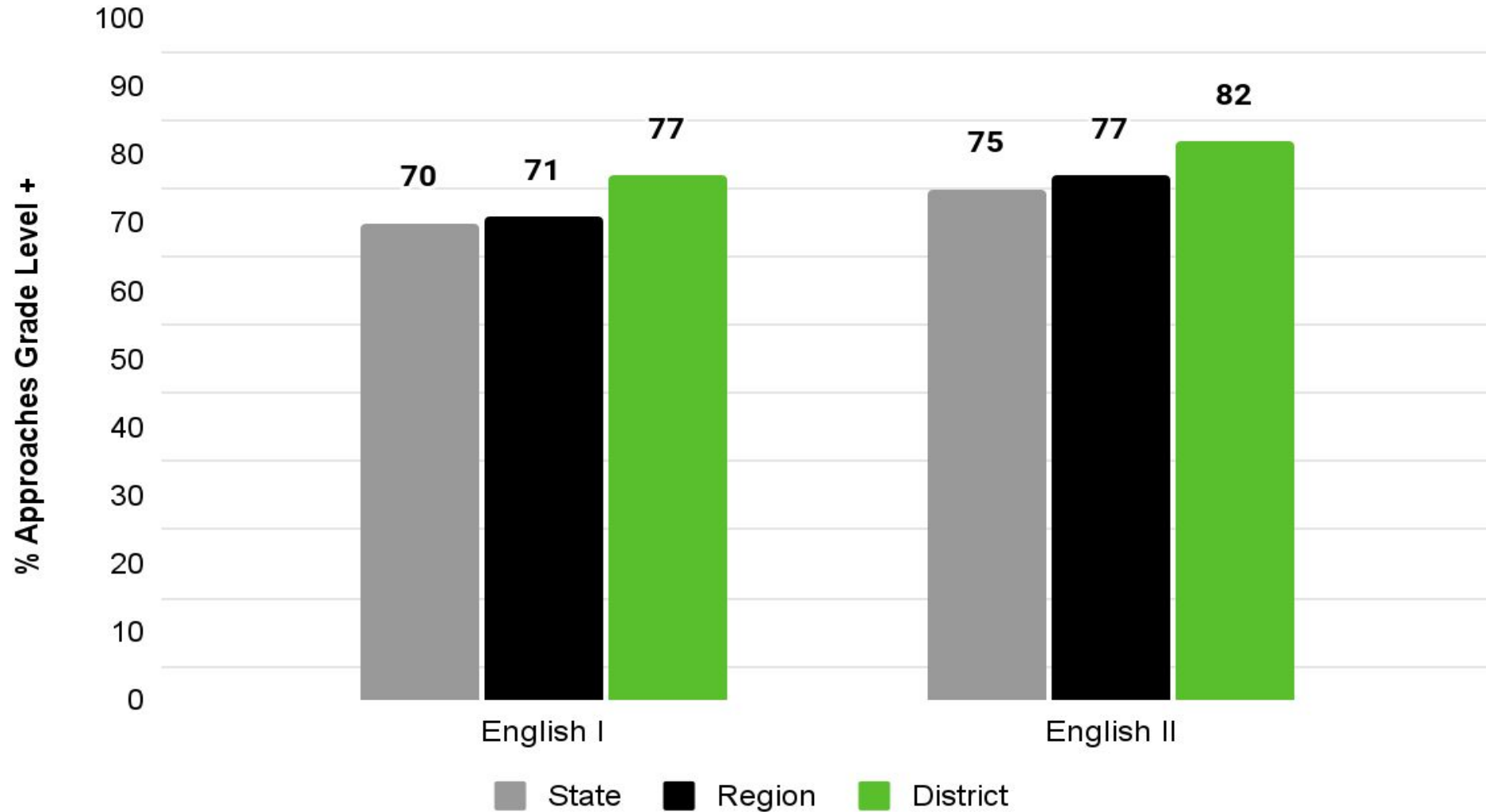
# 2024 STAAR 3 - 5 Reading Language Arts



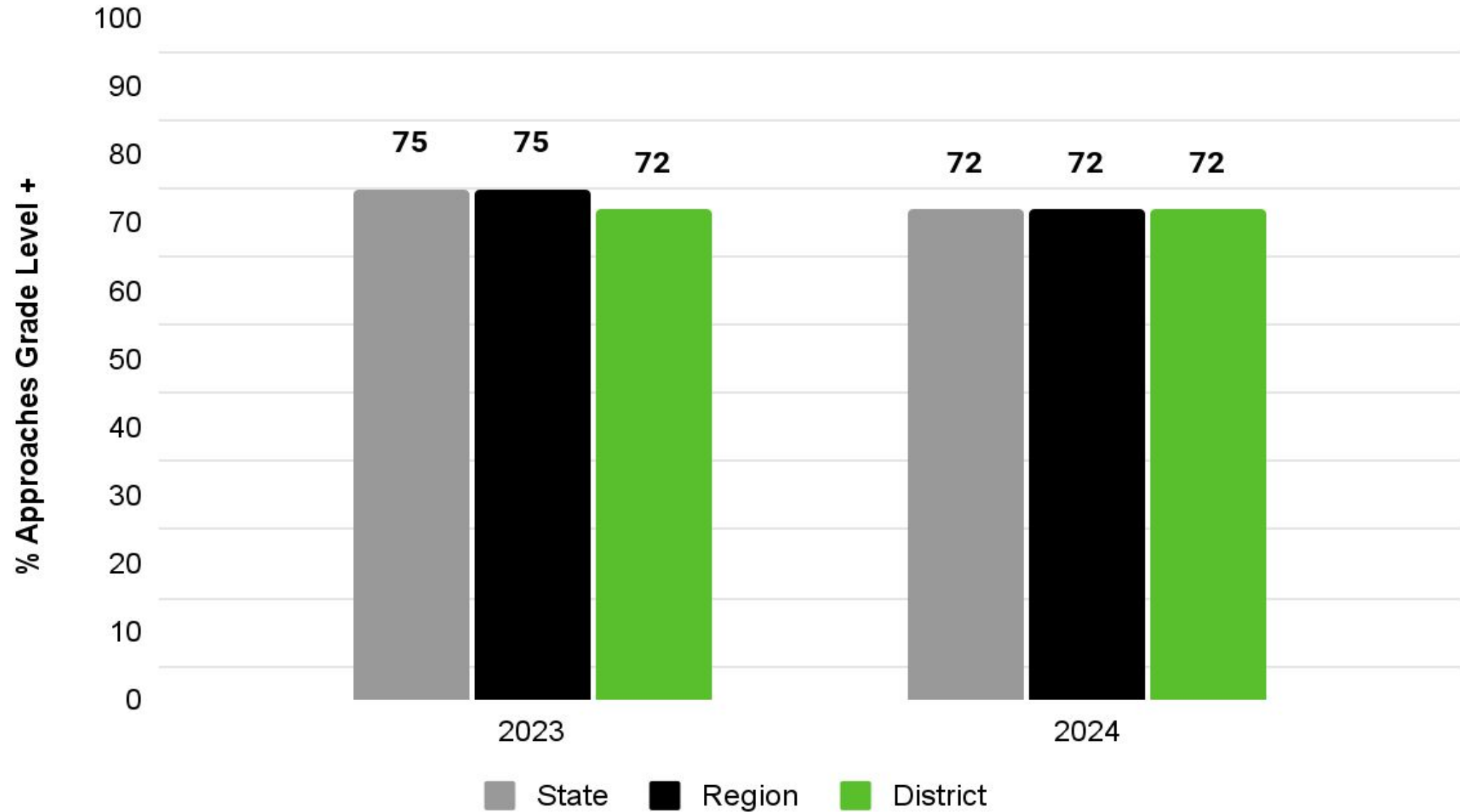
# 2024 STAAR 6 - 8 Reading Language Arts



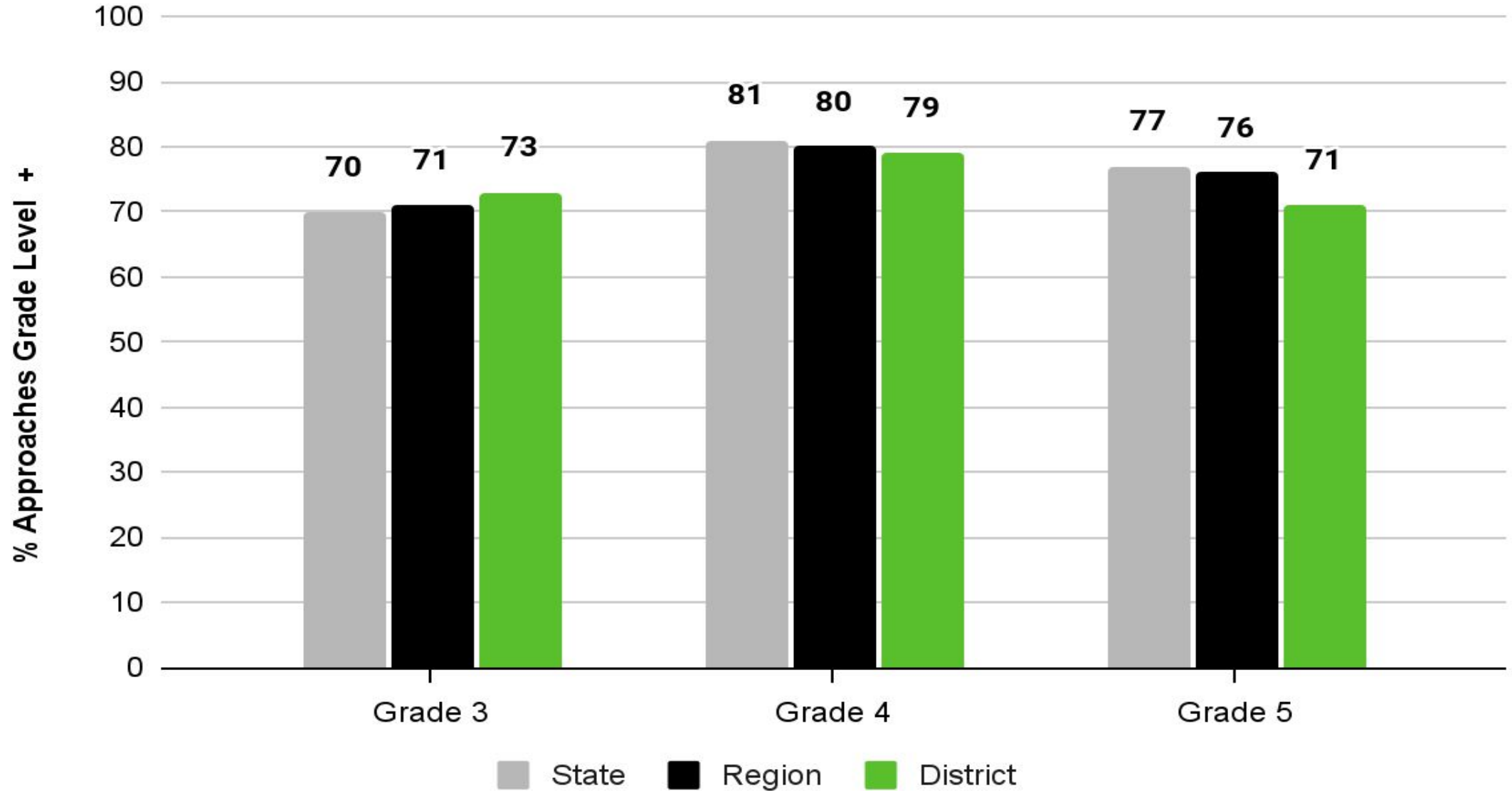
# 2024 STAAR/EOC English Language Arts



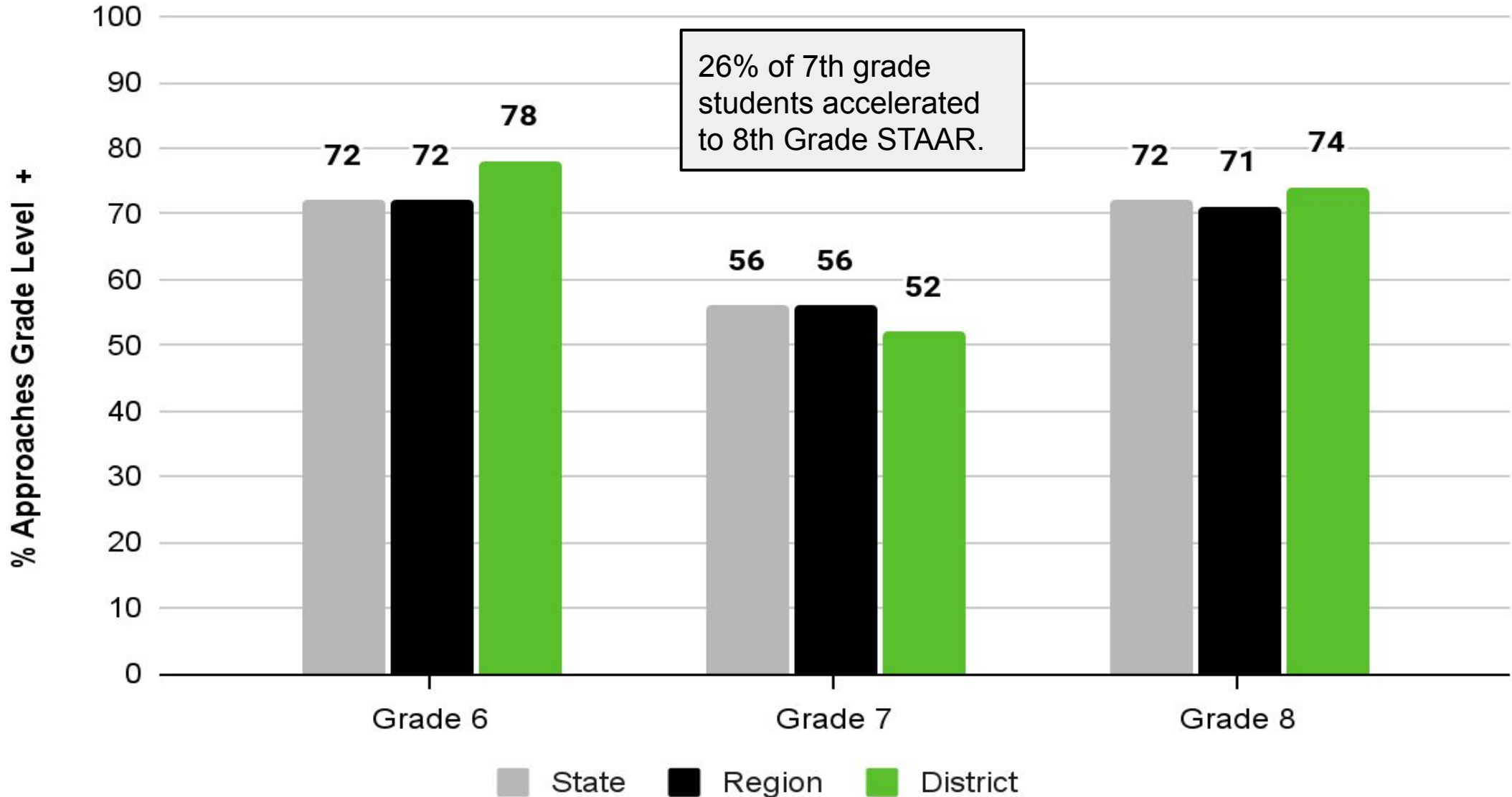
# 2024 STAAR Math All Grades



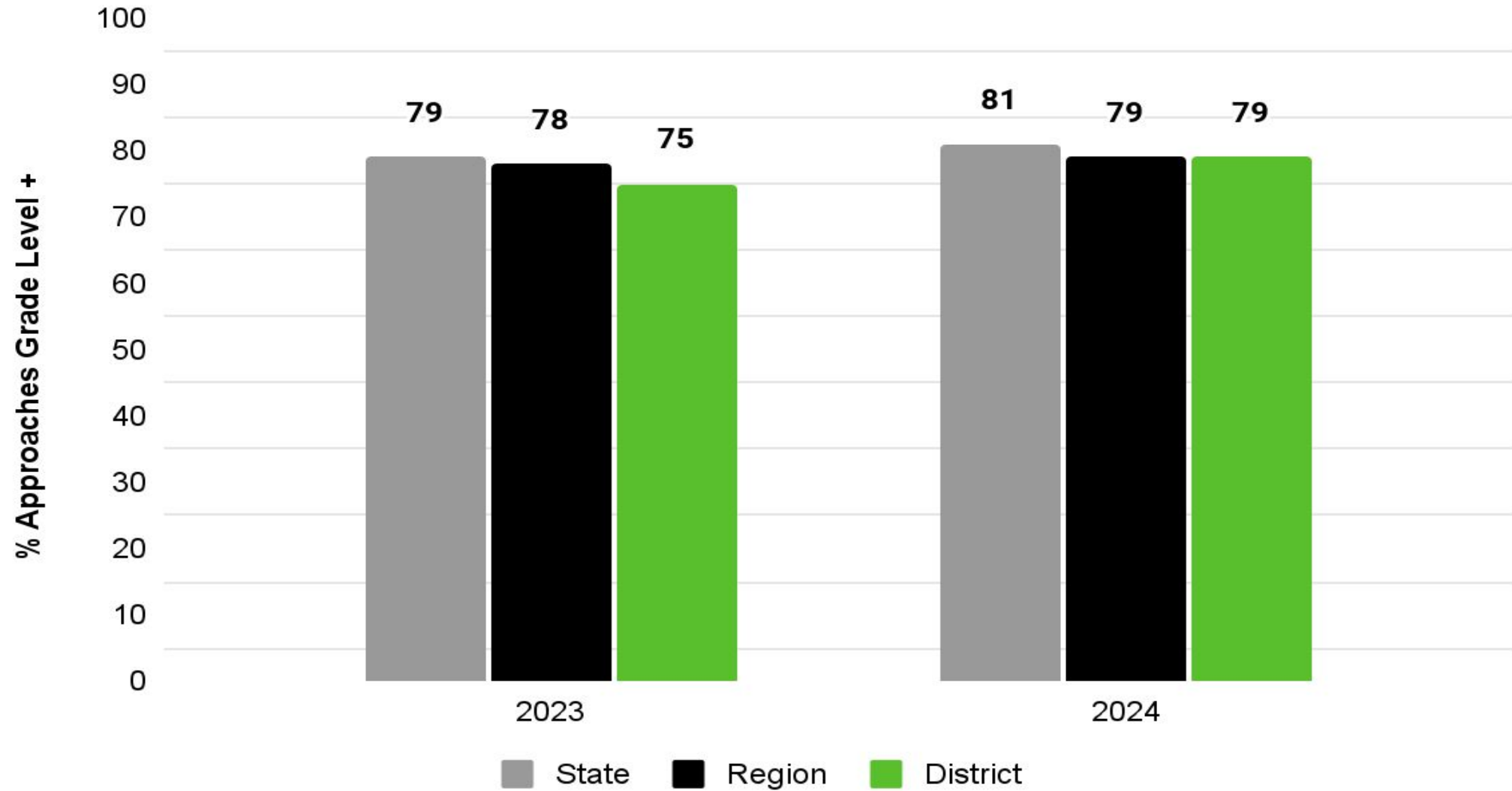
# 2024 STAAR 3 - 5 Math



# 2024 STAAR 6 - 8 Math



# 2024 STAAR/EOC Algebra



# CCMR - Graduation - Attendance

**2022-2023\***

College-Career-Military Readiness 48.0%

Attendance 94.1%

Graduation 99.7%

\*Lagging Indicator reported in 2024



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# Key Takeaways

- Meets or Exceeds Region and State in All Subjects All Grade Levels
- Meets or Exceeds Region and State in ELAR for All Grades Levels
- Meets Region and State in Math for All Grade Levels
- Academic Focus Areas in Math and Reading
  - Intentional tracking of student mastery of standards throughout the year to provide intervention for acceleration and remediation.
- 50%+ Projected increase for 2023-2024 CCMR
  - Systems implemented to track and support CCMR for every student



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Any Questions?





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# Construction Update

**Presenter:** Wes Eversole, Project Construction Specialist

**Event:** LDISD Board of Trustees Meeting

**Date:** January 13, 2025



# Construction Schedule

**May 2024** –Started Band Hall and Choir Room Renovation

**August 2024** -

- Completion of Band Hall and Choir Renovation
- Completion of Phase 2A

**January 2025** - Completion of Tennis Courts

**July 2025** - Completion of Phase 2B



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# Tennis Courts



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# Band Hall Expansion



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# CATE Building



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# LAKE DALLAS

Independent School District



# Minutes of Regular Board Meeting

## The Board of Trustees

### Lake Dallas Independent School District

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A Regular Meeting of the Board of Trustees of Lake Dallas Independent School District was held Monday, December 16, 2024, beginning at 5:30 PM at 104 Swisher Rd., Lake Dallas, TX 75065.

PRESENT: President Lance Stacy, Vice President Ginger Collier, Secretary Mark Tucker, Trustees Bruce Smith, Scott Baird, Greg Bartley, and Superintendent Dr. Kristin N. Brown

ABSENT: Trustee Aaron Appleby

**1. Call to Order, Roll Call, and Establishment of Quorum – 5:30 PM**

**2. Moment of Silence and Pledges of Allegiance**

President Lance Stacy led the moment of silence. The pledges of allegiance were led by the LDMS Region Band students.

**3. Student/Staff Recognitions**

A. ***Student Success:*** TMEA All Region Choir

Laura Jenkins, LDHS Choir Director and Kristina Reed-Erwin, LDMS Choir Director recognized students who secured placement in the TMEA All Region Choir.

**LDMS Choir Student Placements (Honor Choir):**

- Helen Stratton, Soprano
- Kylee Agleby, Soprano
- Kaicy Agleby, Soprano
- Aubrianna Hall, Soprano
- Embry Braxton, Alto
- Jazmin Sauz, Alto
- Grace Jauregui, Alto
- Aminta Biji, Alto
- Khloe Popnen, Alto
- Lucas Nachtrieb, Tenor

**LDHS Choir Student Placements (Honor Choir):**

- Jocelyn Aguilar, Alto
- Aidan Arredondo, Bass
- Aidan Cheshier, Tenor
- Caley Combs, Soprano
- Alexa Muniz, Soprano
- Olivia Reyes, Alto
- Molly Walker, Soprano

**First Chair Recipients:**

- Helen Stratton, Soprano, LDMS
- Aidan Arredondo, Bass, LDHS

B. **Student Success:** LDMS One Act Play UIL Results

Nicole Probst, LDMS Theater Director, recognized the LDMS Theater students' attendance and success at the 4A UIL One Act Play contest with their performance of Still Life with Iris by Steven Dietz winning 5 recognitions.

**All Star Awards:** Celeste Dittmeier, Sophia Giorgio, and Elizabeth Rodriguez

**Outstanding Technician:** Christopher Savage

**Contest Placement:** Alternate

C. **Student Success:** LDMS Region Band Placements

Felicia May, LDMS Band Director, recognized her students for their participation in the UIL Region 2 competition. The following 2 students earned Region Band placement.

- Isaac Birdseye (Trombone)
- Jonas Thompson (Clarinet)

D. **Student Success:** LDHS Region Band Placements

Denise Kennedy, LDHS Director of Bands recognized the success of her students at region auditions. The following students were selected to represent Lake Dallas High School in the 5A/6A Region 2 Jazz Band, the 5A Region 2 Honor Band, the 5A/6A Region 2 Freshman Honor Band and the 5A/6A Region 2 Philharmonic Orchestra.

- Enzo Fernandez
- Ethan Glowney
- Isaiha Grogan
- Paul Haney
- Caden Hedrick
- Emma Hoffman
- Esther Kitamura
- Liza Lee
- Mitchell Meche
- Gael Perez
- Zoe Ruiz
- Andrew Schaefer
- Rebecca Skousen
- Presley Sloan
- Brandon Stewart

E. **Student Success:** Lake Cities Fire Safety Poster and Essay Winners

Kerri Blevins, LDE Principal and Jennifer Bryant, SSE Principal, recognized their students who earned placement in the Lake Cities Fire Department poster and essay contest. Lake Cities Fire Department held their annual contest for 2nd and 5th grade students to submit either a poster (2nd grade) or essay (5th grade) about fire safety and prevention. LDISD had several students from SSE and LDE win placements.

**Fire Prevention Poster Contest Winners for 2<sup>nd</sup> Grade:**

- 1<sup>st</sup> Place- Copeland Clark-LDE
- 2<sup>nd</sup> Place- Charlotte Garcia- LDE
- 3<sup>rd</sup> Place- Giovanni Mondono-LDE

**LDE Fire Prevention Essay Contest Winners for 5<sup>th</sup> Grade:**

- 1<sup>st</sup> Place- Lily Boccanfuso
- 2<sup>nd</sup> Place- Lucca Ramirez
- 3<sup>rd</sup> Place- Zoey Maldonado

**SSE Fire Prevention Essay Contest Winners for 5<sup>th</sup> Grade:**

- 1<sup>st</sup> Place- Emily Dumond
- 2<sup>nd</sup> Place- James Dumond
- 3<sup>rd</sup> Place- Christian Joshua Gomez Turner

F. **Faculty & Staff Engagement:** December Teachers and Employees of the Month

LDISD was proud to recognize 14 staff members selected as Teachers and Employees of the Month of December and 2 employees who were unable to attend last month's recognition For Teachers and Employees of the Month for November.

**Teachers**

- Sherin Charamkattu, LDE
- Victoria Bozarth, SSE
- Katie Files (Dec) & Carrie Jones (Nov), CE
- Matt Forbes, LDMS
- Ashley Hathaway, LDHS

**Employees**

- Roberta Guditis, LDE
- Sushila Fort, SSE
- Heather Katsahnias (Dec) & MacKenzie Smith (Nov), CE
- Kelle Richardson, LDMS
- Maritzel Macias, LDHS
- Kent Taylor, Transportation
- Cecilie McDaniel, Child Nutrition
- Toree Harrelson, Facilities & Operations
- Erin Glowney, Central Office

A video highlighting the November and December Teachers and Employees of the Month was shown during Executive Session.

**4. Executive Session**

The open session of the meeting adjourned at 6:00 pm. The Board of Trustees moved to executive session pursuant to one or more of the sections of the Texas Open Meetings Act (Chapter 551 of the Texas Government Code).

Aaron Appleby joined Executive Session via phone at 6:05 pm and ended his participation at 6:24 pm.

The Board reconvened to open session at 6:38 pm.

**5. Public Comment**

Persons desiring to address the Board of Trustees were given the opportunity to sign up to speak.

No one signed up to speak to the Board.

**6. INFORMATION ITEMS**

**A. *Efficient Operations:* Strategic Plan Update-Priority 4**

John Modica, Chief Operations Officer, presented information regarding Strategic Plan-Priority 4 which included information on financial stewardship, maintenance of district facilities, and safe school environment.

**7. CONSENT AGENDA ITEMS**

It was **MOVED** by Bruce Smith and **SECONDED** by Mark Tucker to approve the Consent Agenda as presented.

**A. Consideration/Approval of the Minutes of the November 18, 2024, REGULAR Meeting**

**B. Consideration/Approval of Monthly Financial Statements**

**C. Consideration/Approval of Unsolicited Donations to Lake Dallas ISD**

**D. Consideration/Approval of Resolution Amending Authorized Representatives of TexPool Investment Services**

*MOTION PASSED 6-0.*

**8. CALENDAR, ANNOUNCEMENT & INFORMATION**

**A. Upcoming Meetings & Events**

Upcoming events occurring between board meetings was included in the attachment.

**9. Executive Session**

The Board of Trustees did not move to executive session pursuant to one or more of the sections of the Texas Open Meetings Act (Chapter 551 of the Texas Government Code).

**10. Adjournment**

The meeting was adjourned at 6:44 pm.

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Lance Stacy, Board President

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Mark Tucker, Board Secretary

LAKE DALLAS ISD  
 COMPARISON OF REVENUE AND EXPENDITURES  
 GENERAL FUND  
 NOVEMBER 2024

	Prior Month YTD	Current Month YTD	Current Budget	Balance	%
<b>REVENUE</b>					
Local Revenue	100,644	586,907	24,417,601	23,830,694	2.4%
State Revenue	6,439,641	7,975,707	16,907,246	8,931,539	47.2%
Federal Revenue	407	414	641,018	640,604	0.1%
<b>Total Revenue</b>	<b>6,540,691</b>	<b>8,563,029</b>	<b>41,965,865</b>	<b>33,402,836</b>	<b>20.4%</b>
<b>EXPENDITURES</b>					
Instruction	3,811,937	5,807,527	23,426,370	17,618,843	24.8%
Inst. Res./Media Services	74,004	113,554	464,550	350,996	24.4%
Curriculum Dev. & Inst. Staff Devel	148,418	213,957	781,431	567,474	27.4%
Inst. Leadership	97,204	146,364	677,367	531,003	21.6%
School Leadership	371,102	556,222	2,269,025	1,712,803	24.5%
Guidance/Counseling/Evaluation	267,861	376,132	1,344,332	968,200	28.0%
Health Services	60,858	90,846	366,863	276,017	24.8%
Pupil Transportation	281,228	429,603	1,714,191	1,284,588	25.1%
Cocurr./Extracurr. Activities	255,999	359,610	1,173,280	813,670	30.6%
Gen Administration	335,291	506,582	1,781,338	1,274,756	28.4%
Plant Maintenance & Operations	1,416,116	1,885,789	5,737,573	3,851,784	32.9%
School Monitoring Services	71,097	164,074	977,325	813,251	16.8%
Data Processing Services	367,792	537,374	1,268,960	731,586	42.3%
Facilities Acq. & Construction	0	0	14,000	14,000	0.0%
Payments to Fiscal Agents	0	0	4,500	4,500	0.0%
Payments to JJAEP Program	0	0	2,000	2,000	0.0%
Other Intergovernmental Charges	63,355	63,355	320,200	256,845	19.8%
<b>Total Expenditures</b>	<b>7,622,260</b>	<b>11,250,990</b>	<b>42,323,305</b>	<b>31,072,315</b>	<b>26.6%</b>
<b>Grand Revenue Totals</b>	<b>6,540,691</b>	<b>8,563,029</b>	<b>41,965,865</b>		
<b>Grand Expenditure Totals</b>	<b>7,622,260</b>	<b>11,250,990</b>	<b>42,323,305</b>		
<b>Grand Totals</b>	<b>(1,081,570)</b>	<b>(2,687,962)</b>	<b>(357,440)</b>		

LAKE DALLAS ISD  
 COMPARISON OF REVENUE AND EXPENDITURES  
 FOOD SERVICE FUND  
 NOVEMBER 2024

	Prior Month YTD	Current Month YTD	Current Budget	Balance	%
<b>REVENUE</b>					
Local Revenue	38,240	255,740	610,067	354,327	41.9%
State Revenue	4,670	8,047	43,128	35,081	18.7%
Federal Revenue	311,172	425,620	1,814,446	1,388,826	23.5%
<b>Total Revenue</b>	<b>354,082</b>	<b>689,407</b>	<b>2,467,641</b>	<b>1,778,234</b>	<b>27.9%</b>
<b>EXPENDITURES</b>					
Food Service	755,712	967,816	2,947,833	1,980,017	32.8%
<b>Total Expenditures</b>	<b>755,712</b>	<b>967,816</b>	<b>2,947,833</b>	<b>1,980,017</b>	<b>32.8%</b>
<b>Grand Revenue Totals</b>	<b>354,082</b>	<b>689,407</b>	<b>2,467,641</b>		
<b>Grand Expenditure Totals</b>	<b>755,712</b>	<b>967,816</b>	<b>2,947,833</b>		
<b>Grand Totals</b>	<b>(401,630)</b>	<b>(278,408)</b>	<b>(480,192)</b>		

LAKE DALLAS ISD  
 COMPARISON OF REVENUE AND EXPENDITURES  
 DEBT SERVICE FUND  
 NOVEMBER 2024

	Prior Month YTD	Current Month YTD	Current Budget	Balance	%
<b>REVENUE</b>					
Local Revenue	19,620	313,402	16,040,494	15,727,092	2.0%
State Revenue	0	1,785,996	1,672,918	(113,078)	106.8%
<b>Total Revenue</b>	<b>19,620</b>	<b>2,099,398</b>	<b>17,713,412</b>	<b>15,614,014</b>	<b>11.9%</b>
<b>EXPENDITURES</b>					
Debt Services	0	2,325	17,711,443	17,709,118	0.0%
<b>Total Expenditures</b>	<b>0</b>	<b>2,325</b>	<b>17,711,443</b>	<b>17,709,118</b>	<b>0.0%</b>
<b>Grand Revenue Totals</b>	<b>19,620</b>	<b>2,099,398</b>	<b>17,713,412</b>		
<b>Grand Expenditure Totals</b>	<b>0</b>	<b>2,325</b>	<b>17,711,443</b>		
<b>Grand Totals</b>	<b>19,620</b>	<b>2,097,073</b>	<b>1,969</b>		

LAKE DALLAS ISD  
BALANCE SHEET  
GENERAL FUND, FOOD SERVICE AND DEBT SERVICE  
AS OF NOVEMBER 30, 2024

**General Fund**

Cash & Investments	20,942,613
Receivables	2,549,682
Deferred Expenses	1,938
<b>Total Assets</b>	<b>23,494,233</b>

Current Payables	(11,179,109)
Accrued Expenses	(76,459)
Deferred Revenue	(381,176)
<b>Total Liabilities</b>	<b>(11,636,744)</b>

Reserve for Encumbrances	829,941
Undesig. Fund Balance	(11,857,489)
Reserve for Encumbrances	(829,941)
<b>Total Equity</b>	<b>(11,857,489)</b>

**Food Service**

Cash & Investments	1,210,224
Receivables	271,674
<b>Total Assets</b>	<b>1,481,899</b>

Current Payables	(343,037)
Accrued Expenses	(28,253)
Deferred Revenue	(99,311)
<b>Total Liabilities</b>	<b>(470,601)</b>

Reserve for Food Encumbrances	(1,063,250)
Undesig. Fund Balance	310,626
Reserve for Encumbrances	(258,674)
<b>Total Equity</b>	<b>(1,011,298)</b>

**Debt Services**

Cash & Investments	3,762,742
Receivables	1,344,267
<b>Total Assets</b>	<b>5,107,009</b>

Current Payables	(139,943)
Deferred Revenue	(173,254)
<b>Total Liabilities</b>	<b>(313,197)</b>

Reserve for Long Term Debt	(2,638,116)
Undesig. Fund Balance	(2,155,695)
<b>Total Equity</b>	<b>(4,793,812)</b>



# LAKE DALLAS ISD

QUARTERLY INVESTMENT REPORT  
 QUARTER ENDED NOVEMBER 30, 2024  
 SUMMARY OF FIXED TERM INVESTMENTS

FUND	INVESTMENT INSTRUMENT	PURCHASE DATE	INVESTED AMOUNT	STATED YIELD	MATURITY DATE	MARKET VALUE	MATURITY VALUE	MATURITY INTEREST
<b>TOTAL INVESTMENTS BY FUND</b>								
	GENERAL FUND		8,241,815					
	INTEREST AND SINKING ACTIVITY		3,633,516					
	CONSTRUCTION		2,681,752					
			<u>38,533,459</u>					
	TOTAL INVESTMENTS		53,090,543					

The Lake Dallas Independent School district complies to the objectives and policies adopted by the Lake Dallas School Board. The objectives and priorities of the investment policy of Lake Dallas Independent School District are as listed. To comply with the laws of the State of Texas as defined in Government Code 10 (Chapter 2256), known as the "Public Funds Investment Act". To provide for the safety of principal of all Lake Dallas ISD funds. To provide sufficient funds to meet the cash needs of the continuing operations of Lake Dallas ISD. To earn the highest possible rates of return on investments consistent with foregoing objectives and guidelines. To allow for diversification in the types, issues and maturities of investments so as to avoid incurring unreasonable and avoidable risks. To maintain the highest professional and ethical standards as custodians of the public trust.

*Anne Haehn*

Anne Haehn, CFO, District Investment Officer

*1-9-25*

Date

**LAKE DALLAS ISD BUDGET AMENDMENT REQUEST**

Number: \_\_\_\_\_

Org.: \_\_\_\_\_

FUND	FUNC	OBJECT	SUB OBJ	ORG	YEAR	PROG CODE	LOC	DESCRIPTION	CURRENT BUDGET	INCREASE/ (DECREASE)	PROPOSED BUDGET
------	------	--------	------------	-----	------	--------------	-----	-------------	-------------------	-------------------------	--------------------

**EXPENDITURES**

(USE WHOLE DOLLAR AMOUNTS ONLY.)

199	61	6266	0	999	0	99	0	Rental	0	2298	2298
199	61	6299	0	999	0	99	0	Misc Contract Services	0	300	300
199	61	6395	0	999	0	99	0	Supplies	0	426	426
199	61	6499	0	999	0	99	0	Misc Fees/Dues	0	1898	1898
199	93	6492	62	999	0	23	230	Payments to Fiscal Agents	4500	7500	12000

**TOTAL EXPENDITURES**

4500	12422	16922
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**REVENUES**

199	0	5744	0	0	0	0	0	Gifts and bequest	0	1750	1750

**TOTAL REVENUES**

0	1750	1750
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**NET CHANGE TO FUND BALANCE**

**-10672**

**+INCREASE/(DECREASE)**

**EXPLANATION:**

- \*Budget for the community breakfast
- \*Budget for costs associated with Denton Regional School for the Deaf

Processed by \_\_\_\_\_

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

(ADMINISTRATIVE OFFICE USE ONLY)

White copy to be filed in Board Book  
 Yellow copy to be filed in Administration Office  
 Pink copy to be retained by Supervisor

ORIGINATOR	DATE
SUPERVISOR/PRINCIPAL <i>Anne Haehn</i> CFO	DATE 1-9-25
SUPERINTENDENT	DATE
BOARD SECRETARY	DATE
BOARD PRESIDENT	DATE



**ACTION REQUIRED!**  
**Due Date: February 28, 2025**

October 21, 2024

Re: Membership and Participation in the Region 10 ESC Multi-Region Purchasing Cooperative, SY25-26

Dear Food Service Director Addressed:

Multi-Region Purchasing Cooperative (hereafter "R10MRPC") requires all Interlocal Agreements (hereafter "Agreement") to be approved by each Recipient Agency's (hereafter "RA") Board of Directors. Completed Agreements must be submitted with proof of Board approval. R10MRPC also utilizes an annual, single-year agreement encompassing membership roles, responsibilities, and bid participation for the agreement term. Region 10 Education Service Center is the "Coordinating Entity and Fiscal Agent" for R10MRPC.

This packet includes the Interlocal Agreement for RAs participating in the School Nutrition Programs that wish to purchase food service products or services through the R10MRPC formally procured and awarded bids. If the RA does not plan to purchase from any of the awarded bids, there is no need to complete an Interlocal Agreement.

The **Interlocal Agreement** (pages 3-11) is a "membership and participation" agreement that commences on July 1<sup>st</sup> and extends through June 30<sup>th</sup> of the following calendar year. By signing the Agreement, you agree to the General Provisions of Member Roles and Responsibilities with your bid participation selection(s) indicating your entity's purchasing commitment. Members must provide estimated quantities for each product planned for each bid category selected. This is done through a specialized software created by R10MRPC called "Maestro Forecasting."

The Multi-Region Purchasing Cooperative is fully self-funded through a Vendor Participation Fee. This fee is collected directly from the awarded commercial-only vendors. Fees are used to cover expenses related to the administration and operation of R10MRPC and the growth in services and benefits offered to our members. Studies indicate that school districts benefit through cooperative participation with considerable cost savings. While the purchasing power of the R10MRPC is significant, the costs of goods and services continue to rise annually. Studies prove that schools participating in a child nutrition purchasing cooperative receive better pricing and a higher selection of products with higher fill rates. Additional benefits of participating in the R10MRPC include training and technical support for child nutrition programs, compliant solicitations, and high-level customer service.

Thank you for considering participation in the SY 2025-2026 R10MRPC. If you have any questions, please contact me.

Please submit completed and signed Agreement to Angela McCrary: [angela.mccrary@region10.org](mailto:angela.mccrary@region10.org)

Sincerely,

Keri Warnick  
Program Coordinator  
[Keri.warnick@region10.org](mailto:Keri.warnick@region10.org)  
972.348.1448

Enclosures

Region 10 Education Service Center  
Multi-Region Purchasing Cooperative  
**SY25-26: INTERLOCAL AGREEMENT**

***This Interlocal Agreement (hereafter the “Agreement”) is entered into by and between the agencies shown below as contracting parties for a single-year term, per the section entitled “Membership Term” below. The Member Recipient Agency (RA) is responsible for paying vendors’ invoices for goods and services purchased by the RA through the effective termination date. Region 10 ESC is the MRPC “Coordinating Entity and Fiscal Agent.”***

**Contracting Parties**

**Region 10 Education Service Center**

Fiscal Agent/Coordinating Entity

**057-950**

County District Number

District/Recipient Agency (RA)

RA County District Number

RA/Organization ID (WBSCM #)

**STATEMENT OF SERVICE’S TO BE PERFORMED**

The Region 10 Multi-Region Purchasing Cooperative (hereafter the “R10MRPC”) organizes and administers the child nutrition cooperative purchasing and commodity processing program for RAs in Texas. Authority for such service is granted by Section 8.053 of the Texas Education Code, Chapter 791 of the Texas Government Code, and Chapter 271, Subchapter F, of the Texas Local Government Code. The goal of the cooperative is to obtain substantial savings on food service items through volume purchasing. There is no fee to join R10MRPC.

**MEMBERSHIP:**

Membership is a single-year term in the R10MRPC. The R10MRPC offers a variety of formally procured bids utilizing the competitive requests for proposals (RFP) method to assist RAs with their fiscal budgetary needs. RAs may commit to any bid(s) that best fits their needs. Members’ bid selection is a commitment to purchase from the R10MRPC awarded vendor(s). Before releasing any formal solicitation or bid renewal, members must provide estimated quantities/forecasts for each product they plan to purchase on each bid selected. Currently, the following formally procured bids are offered:

1. USDA Foods for Further Processing (USDA Processed Commodities)
2. Full-Line Grocery Distributor (to include processed commodities)
3. Manufacturer Direct-to-District Delivery (commercial foods; approval required)
4. Small Wares
5. Kitchen Chemicals & Cleaning Products (products)
6. Sanitation System & Safety Training (services)
7. Fresh Produce & Raw Meats
8. Fresh Bread
9. Milk Full-Service Delivery
10. Ice Cream Novelties
11. Chips and Snacks
12. Beverages (contained)
13. Dispensed Fruit Beverages
14. Coffee Bar Products
15. Milk Coolers
16. GDSN Connection Software
17. Armored Car Services

## **LIMITATION OF AGREEMENT:**

The R10MRPC reviews this Agreement annually to ensure compliance with United States Department of Agriculture (USDA) and Texas Department of Agriculture (TDA) regulations. If, following such review, the R10MRPC discovers that any provision contained herein is not in accordance with USDA and TDA regulations, R10MRPC will have 30 days to make all necessary updates and require that each participating RA sign a new Agreement. If R10MRPC does not amend the provision within the given timeframe, the RA may terminate this agreement on 10 days' written notice to R10MRPC. Child Nutrition Federal Funds are governed by USDA and TDA regulations. EDGAR does not apply to child nutrition federal funds.

## **GENERAL PROVISIONS:**

1. The Parties agree to comply with all applicable federal, state, and local statutes, ordinances, rules, and regulations in connection with the procurement activities and programs contemplated under this Agreement. This Agreement is subject to all applicable present and future valid laws governing such programs.
2. This Agreement shall be governed by the law of the State of Texas and the venue for any dispute resolution shall be in the county where the administrative offices of Region 10 ESC are located, which is currently Dallas County, Texas.
3. The R10MRPC reserves the right, but is not obligated, to add additional members and allow participation. Adding an RA may "materially change the existing contract(s)" and, thereby, require rebidding of said contract(s). Consequently, the RA may not be permitted to participate in those affected contracts to avoid rebidding and possibly negatively impacting the membership in place at the time of the current contract(s) award. The membership of a new RA may become effective upon any new bids, rebids being awarded, new fiscal year, or as permitted at the sole discretion of the R10MRPC.
4. This Agreement and any addenda executed by the parties contains the entire agreement of the Parties hereto concerning the matters covered by its terms, and it may not be modified in any manner without the express written consent of both Parties. Modifications may be required by law or regulation, which shall require action by the R10MRPC and the RA. Failure to act by either party, within a reasonable period, on legally required modifications shall constitute good cause to terminate this Agreement effective upon written notification to the other party.
5. If any term(s) or provision(s) of this Agreement are held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions of this Agreement shall remain in full force and effect.
6. The Executive Director of Region 10 ESC or his or her designee and authorized agent of the member district shall attempt to resolve any disputes that develop under this Agreement. If any dispute is unable to be resolved, both Parties agree to nonbinding mediation before either Party may resort to litigation. The selection of the mediator shall be mutually agreed upon, and the costs for such mediation borne equally between the Parties.

7. No Party to this Agreement waives or relinquishes any immunity or defense on behalf of itself, its trustees, directors, officers, employees, and agents, because of its execution of this Agreement or the performance of the functions and obligations set forth herein.

8. All parts of this Agreement, when executed by both Parties, are binding upon the Parties, and may be changed only by written agreement executed by authorized representatives of the Parties.

9. Per USDA Federal Regulations and TDA Administrator's Reference Manual (ARM) Section 17, the R10MRPC is a Child Nutrition Program (CNP) Operator-Only Cooperative that is categorized as a "for-profit cooperative". Per ARM Section 17, R10MRPC is required to return "unanticipated profits" to the member. This Agreement allows R10MRPC to deduct the cost of services from the collected vendor fees and pay any remaining amount to members regularly. The R10MRPC's "profit margin", for purposes of this Agreement, shall be defined as the revenue received by the R10MRPC through the charging of the vendor fees outlined in the "Membership Fees" section below minus the expenses to the R10MRPC to operate the cooperative. The Coordinating Entity shall retain the profit margin; however, any revenue received more than the profit margin ("unanticipated profit") will be distributed to the R10MRPC's participating members by the Fiscal Agent. R10MRPC is not permitted per state regulations to collect a profit from sales of processed commodities.

R10MRPC adheres to the following rebate system.

- A. R10MRPC will collect all Vendor Participation Fees quarterly.
- B. R10MRPC does not charge a Vendor Fee to any USDA commodity processor.
- C. R10MRPC will utilize a year-end revenue report that details each participating member's generated sales with each awarded vendor.
  - 1) R10MRPC applies an equal percentage of the operational cost to each RFP.
  - 2) Total overhead and expenses are calculated for each RFP based on shared percentage.
  - 3) Total collected revenue is calculated against shared operational costs for each RFP. Any RFP that does not generate enough revenue to cover the shared percentage of expenses is not eligible for a rebate.
  - 4) Any member purchasing USDA commodity foods through our awarded grocery distributor will receive a rebate of collected fees minus the shared expenses.
  - 5) Any member participating in bids that have an excess of fees collected beyond the shared expenses will receive a rebate.
  - 6) Rebate amounts are calculated in October once the Region 10 ESC books are closed.
  - 7) Rebate checks are mailed to each eligible participating member in late November or December. Checks include a letter with instructions about the rebate check and that it must be deposited into the child nutrition fund account.
  - 8) R10MRPC will send out an email notification to each food service director that includes the amount of their rebate.

This Agreement allows R10MRPC to deduct the cost of services from the collected vendor fees and pay any remaining amount to members regularly. The R10MRPC's "profit margin", for purposes of this Agreement, shall be defined as the revenue received by the R10MRPC through the charging of the vendor fees outlined in the "Membership Fees" section below minus the expenses to the R10MRPC to operate the cooperative. The Coordinating Entity shall retain the profit margin; however, any revenue received more than the profit margin

("unanticipated profit") shall be distributed to the R10MRPC's participating members by the Fiscal Agent. R10MRPC is not permitted per state regulations to collect a profit from sales of processed commodities.

10. This Agreement and any modification(s) may be executed in separate copies; however, the Agreement must be Board of Trustee approved and physically signed by both participating parties using a "physical signature." Electronic or typed signatures will not be accepted. This Agreement may be exchanged and/or transmitted electronically via fax or scanned email. Proof of Board approval acceptable to R10MRPC must be submitted along with a completed and signed Agreement.

**Membership Term.** This Agreement shall be for a one-year term unless sooner terminated per the provisions of this Agreement. The conditions outlined in this Agreement shall apply to this single-year term. The Agreement year for each purchasing cooperative program commences July 1<sup>st</sup> and will extend through June 30<sup>th</sup> of the following calendar year.

**Membership Fees.** No membership fee shall be directly charged to participating members of the R10MRPC.

The United States Department of Agriculture (USDA) does not allow federal funds received by ESC Child Nutrition components to be used to support purchasing cooperatives. Therefore, the R10MRPC is a fully self-funded entity through a "Vendor Participation Fee" on all commercial sales. This fee is collected directly from the awarded vendors in the fixed amount of .0085 for every \$1.00 of revenue. R10MRPC "does not charge" any fees to the Commodity Processors. All fees are used to cover expenses related to the administration, direct operation, and growth in services or software programs offered by the Cooperative to the members that benefit their foodservice operation. RAs, even though they may incur these fees indirectly, pay no direct fee to R10MRPC for participation.

The parties agree that the payments under this Agreement and any related exhibits and documents are amounts that fairly compensate the Coordinating Entity for the services or functions to be performed under the Agreement.

**Authorization to Participate.** The R10MRPC and each RA represent and warrant, by the execution and delivery of the Interlocal Agreement, that they have obtained all requisite authority through governing board action to enter and perform the terms of this Agreement. Proof of Board approval through Board meeting notes is accepted. If your school does not have a Board of Directors, the authorized representative's signature is acceptable.

**Cooperation and Access.** Each party agrees to cooperate with any reasonable requests for information and records made by the other party. Each party reserves the right to audit the relevant records of the other party during normal business hours. Any breach of this Article shall be considered material and shall make the Agreement subject to termination on ten (10) days' written notice to the RA.

**Primary and Secondary Contact.** The RA agrees to appoint a primary and secondary contact who shall have express authority to represent and bind the RA, and R10MRPC will not be required to contact any other individual regarding program matters. Any notice to a primary or secondary contact shall be binding upon the RA. The RA reserves the right to change the contacts as needed by giving written notice to R10MRPC. Such notice is not effective until actual receipt by R10MRPC.

**Defense and Prosecution of Claims.** The RA authorizes the Fiscal Agent, only concerning matters arising out of or contemplated by this Agreement: (1) to control the commencement, defense, intervention, or participation in a judicial, administrative, or other governmental proceeding; (2) to represent the R10MRPC in an arbitration, mediation, or any other form of alternative dispute resolution; (3) to represent the R10MRPC in any other appearance necessary to protect the rights of the R10MRPC relating to actions concerning any past or current, including any appearances and actions in litigation, claim or dispute; and (4) to engage legal counsel and appropriate experts that, in the Fiscal Agent's sole discretion, will assist with such defense or prosecution of any action or claim in matters arising out of this Agreement. The RA agrees that any suit brought against R10MRPC, the Fiscal Agent, or a R10MRPC or Fiscal Agent employee or agent may be defended in the name of R10MRPC, Region 10 Education Service Center, or the RA by the counsel selected by the Fiscal Agent, in its sole discretion, or its designee, on behalf of and at the expense of the R10MRPC as necessary for the prosecution or defense of any litigation or claim. Full cooperation by the RA shall be extended to supplying any information needed or requested by the Fiscal Agent or R10MRPC in such prosecution or defense. Subject to specific revocation, the RA designates the Fiscal Agent to act as a class representative on its behalf in matters arising from this Agreement.

**Governance.** R10MRPC shall be governed by the Fiscal Agent's Board of Trustees (hereinafter the "Board") per applicable law and regulations. Procurement processes and procedures are governed by applicable laws and regulations.

**Limitations of Liability.** The Fiscal Agent, its endorsers, and servicing contractors do not warrant that the operation or use of R10MRPC services will be uninterrupted or error-free. The Fiscal Agent, its endorsers, and servicing contractors, disclaim all warranties, express or implied, regarding any information, product, or service furnished under this Agreement, including without limitation, any implied warranties of merchantability or fitness for a particular purpose. The Parties agree that regarding all causes of action arising out of or relating to this Agreement, neither Party shall be liable to the other under any circumstances for special, incidental, consequential, or exemplary damages, even if it has been advised of the possibility of such damages.

**Notice.** Any written notice to the R10MRPC or the Fiscal Agent shall be made by: first class mail, postage prepaid and delivered to the Multi-Region Purchasing Cooperative, Region 10 Education Service Center, 400 E Spring Valley Rd, Richardson, TX 75081-1300; Attn: Keri Warnick (contact person); or emailed to [keri.warnick@region10.org](mailto:keri.warnick@region10.org) with a copy to [sue.hayes@region10.org](mailto:sue.hayes@region10.org).

**Acceptance of USDA Foods Sent for Further Processing.** The R10MRPC, through the Fiscal Agent, is granted the right to issue a cooperative bid/proposal (RFP) for the processing of selected USDA commodity foods donated by participating members. The R10MRPC, through the Fiscal Agent, is further granted the right to enter a Contract for Services with the commodity food processor(s) receiving the processing award(s) for agreed-upon processed end-products, to execute a service agreement on behalf of participating members. Participating members will have the right and responsibility to accept the processed end-product(s) for the life of the contract between R10MRPC, through the Fiscal Agent, and the processor for all commodity foods donated to, and for which processing was subsequently procured through, the R10MRPC. Excess commodities may be distributed according to USDA or TDA regulations and guidance.

**Payment for Goods.** Each Party, paying for any goods or services under this Agreement or related to this Agreement, must pay for such goods and services from available current revenues only.

## **PARTY ROLES AND RESPONSIBILITIES:**

### ***Role of the R10MRPC, through the Fiscal Agent:***

1. Provide for the organizational and administrative structure of the program.
2. Provide staff with the time necessary for the efficient operation of the program.
3. Provide procurement training if requested.
4. Provide guidance and assistance or templates for the school's Procurement Procedures Manual and Code of Conduct Manual if requested.
5. The R10MRPC shall coordinate the Competitive Procurement Process for all Awarded Contracts using the Formal Procurement method of Requests for Proposals (RFP).
6. The R10MRPC shall follow the local, State, and Federal procurement guidelines as listed below:
  - a. United States Department (USDA) Code of Federal Regulations (2 CFR) parts 200.318-200.327 and Appendix II
  - b. Texas Department of Agriculture's (TDA) Administrator's Reference Manual (ARM) Sections 16 and 17, 17a, 17b, and 17c.
  - c. Requiring Board of Directors' approval on all R10MRPC bid award recommendations.
  - d. Texas Education Code 44.031 relating to purchasing contracts.
  - e. Education Department General Administrative Regulations (EDGAR) as the guidelines pertain to Purchasing Cooperatives' procuring on behalf of its RAs. EDGAR refers to and requires Child Nutrition Food Purchasing Cooperatives to adhere to USDA Federal Regulations located in 2 CFR 200.317-200.327.
  - f. Form 1295 will be required to be filled out and filed with the Texas Ethics Commission by all awarded vendors and will be managed by the Fiscal Agent's Business Office.
7. Send solicitations for the Further Processing of USDA foods to all companies found on the TDA "Approved List of Vendors" without limitations.
8. Enter into a detailed agreement with distributors that distribute processed end-products containing USDA Foods including language to ensure proper resolution of errors such as data, pricing, product, reports, etc.
9. Do the following regarding USDA Foods:
  - a. Track and assist RAs with the management of their USDA Foods inventory balances to ensure compliance with TDA and USDA Foods inventory requirements.
  - b. Assist RAs with Sales Verifications of end products sold through a distributor, including but not limited to verification of rebates, discounts, and credits.
  - c. Provide RAs with information on commodity processing, including, but not limited to, anticipated delivery dates, product recalls or production issues, discontinued products, and replacement recommendations.
  - d. Provide the list of commodity items to RAs for purposes of obtaining quantity requests. This is done using an online software program.
  - e. Receive quantity requests from RAs for commodity processing through district entries into the online software and prepare appropriate quantity totals by item.
  - f. Provide a delivery schedule, on behalf of each RA, for all selected USDA Foods for Further Processing to each processor and distributor based on information collected from each RA.

10. The R10MRPC assumes no responsibility for failure of delivery by vendors, however, the R10MRPC will assist all RAs with service and product quality issues to ensure all vendors adhere to the terms and conditions of the awarded contract.
11. Initiate and implement activities related to the bidding and vendor selection process. Competitive bidding procedures for Texas public schools using Child Nutrition federal funds will be strictly followed.
12. Provide RAs with procedures for ordering, delivery, and billing.
13. Mediate problems/concerns between vendors and RAs.
14. Provide RAs access to all records, reports, and documents to ensure rebates, discounts and other applicable credits will accrue to the RA.
15. Make available or provide easy access to all procurement documents created and received for each awarded RFP and vendor, as required and in compliance with State Agency Administrative and Procurement Reviews.
16. Act ethically always and in accordance with all federal, state, and local guidelines.
17. Create and monitor/host an Advisory Committee. The Advisory Committee is a voluntary member committee with a 2-year commitment that meets quarterly. The Committee goals are to act as liaison between R10MRPC and the membership base if needed, communicate information received from TDA to R10MRPC as necessary, and review or sample products to assist in the streamlining of offered bid awards and best products.

***Role of the RA:***

1. Commit to the General Provisions and Roles and Responsibilities of this Agreement by authorization of its governing body (School Board of Trustees) and by execution by an approved foodservice employee in the appropriate spaces on the attached form (physical signature copy must be provided to R10MRPC promptly following execution).
2. Designate a primary and secondary contact.
3. Commit to purchasing from selected bid categories as forecasted.
4. Provide an estimated quantity for each of the products desired through the use of the online required software Maestro Forecasting or as requested by the Program Coordinator during any single-year term of Participation.
5. Comply with all USDA and TDA regulations.
6. Prepare purchase orders issued to the appropriate vendor from the official award list provided by R10MRPC.
7. Accept shipments of products ordered from vendors per standard purchasing procedures.
8. Address product warranties and product qualities with the manufacturer.
9. Pay vendors' net amount due within agreed-upon terms after receipt of a correct monthly statement.
10. Participate in bid evaluation committees for the bids that the RA is utilizing. Evaluation committee meetings will include, but not be limited to, face-to-face group meetings, online voting, or any other form of participation as requested by the R10MRPC.
11. Act ethically always and in accordance with all Federal, State, and local guidelines, as well as R10MRPC Member Roles. The R10MRPC shares information with participating members that at times is considered confidential and proprietary. Members may be asked to sign Non-Disclosure Agreements and agree to adhere to the terms set forth in those agreements. Future membership in the R10MRPC may be jeopardized based on unethical handling of sensitive R10MRPC and/or vendor information.
12. Attend R10MRPC meetings and training classes to stay informed of the cooperative's processes and services offered. Training classes are specific to some of the "tools" offered by R10MRPC. Attending meetings and classes helps ensure your success as a participating RA in the R10MRPC.

13. Participates in a Member Advisory Committee through selection or appointment. The Member Advisory Committee is a small committee of R10MRPC participating members formed every 2 years. The Advisory Committee serves as the liaison for all participating members when a conflict or concern arises regarding R10MRPC if needed, and annually reviews all procurement practices by the R10MRPC to ensure compliance in all areas, along with other tasks.
14. The following roles will apply to participating members who commit entitlement dollars for the USDA processed commodity foods:
  - a. The RA shall access the Web Based Supply Chain Management (WBSCM) system on a regular basis to effectively manage USDA Foods entitlement, food requests, and allocations.
  - b. The RA shall track and manage USDA Foods inventory balances to ensure compliance with TDA and USDA Foods inventory requirements, i.e., inventory levels shall not exceed a six (6) month supply at any given time; access processor tracking systems (K12 Foodservice, ProcessorLink, or other) on a regular basis; and report inventory issues to R10MRPC.
  - c. The RA shall conduct Sales Verifications of end-products sold through a distributor, including but not limited to verification of rebates, discounts, and credits.
  - d. The RA shall maintain copies of the original Child Nutrition (“CN”) Label from the product, carton; or a photograph of the CN Label as it appears on the original product carton if available.

**BID PARTICIPATION SELECTIONS for SY 2025-2026**

The following Bid Participation agreement, as an integrated part of the Agreement, is entered into by and between the District/RA, as indicated below, and Region 10 Multi-Region Purchasing Cooperative (R10MRPC) for participation in one or more of the R10MRPC awarded bids. This agreement is a single-term agreement effective July 1, 2025, through June 30, 2026.

The R10MRPC formally procures several competitive RFPs (Request for Proposals) on behalf of all participating members. Each member is required to complete this Bid Participation Agreement and forecast all products planned for purchase if they wish to utilize the R10MRPC awarded bids during the term of this agreement.

To help the R10MRPC represent the most accurate information to potential bidders, ***please place a check mark to the left of each bid listed below that you “plan” to use during the SY 2025-2026.*** Each RFP is explained on the next page to assist you in the best decision as to which bid(s) best fit your needs. The R10MRPC does not guarantee any vendor that any item will be purchased, however, members should seriously consider each selected bid as member forecasting of each product planned on each selected bid is required prior to the release of a new bid or renewal bid.

	Full-Line Grocery, NOI/FFS Distributor
	USDA Foods For Further Processing
	Milk: Full-Service Delivery
	Fresh Bread
	Ice Cream Novelties
	Beverages (container)
	Manufacturer Direct-to-District (commercial foods) – requires MRPC approval
	Dispensed Fruit Beverages
	GDSN Connection Software

	Chips & Snacks
	Fresh Meats and Produce
	Small Wares
	Kitchen Chemicals & Cleaning Supplies
	Sanitation Systems & Safety Training
	Coffee Bar Products
	Milk Coolers
	Armored Car Services

**Please provide us with your district's main address as listed on your website or in the directory:**

District Name	Main Campus/Bldg. Name	
Street Number & Name		
City	State	Zip Code





Board Meeting Date: January 13, 2025

**Board Policy CDC (Local)  
Unsolicited Gifts**

The Board delegates to the Superintendent the authority to accept unsolicited gifts on behalf of the District. However, any gift that the potential donor has expressly made conditional upon the District's use for a specified purpose, or any gift of real property, shall require Board approval. Once accepted, a gift becomes the sole property of the District.

*Criteria for Acceptance*

The District shall not accept any gift that would violate or conflict with policies of or actions by the Board or with federal or state law. Before the Superintendent accepts a gift or recommends acceptance of a gift to the Board, as applicable, the Superintendent shall consider whether the gift:

1. Has a purpose consistent with the District's educational philosophy, goals, and objectives;
2. Places any restrictions on a campus or District program;
3. Would support a program that the Board may be unable or unwilling to continue when the donation of funds is exhausted;
4. Would result in ancillary or ongoing costs for the District;
5. Requires employment of additional personnel;
6. Requires or implies the endorsement of a specific business or product [see GKB for advertising opportunities];
7. Would result in inequitable funding, equipment, or resources among District schools or programs;
8. Obligates the District or a campus to engage in specific actions; or
9. Affects the physical structure of a building or would require extensive maintenance on the part of the District.

**The Superintendent recommends the Board of Trustees accepts the following donations:**

<b>Campus/Dept.</b>	<b>Donor</b>	<b>Description</b>	<b>Value</b>
Various Campuses/ Departments	Lake Cities Education Foundation- Jerry Blazewicz, President	Donation for Innovative Teaching Grants	<b>\$53,500</b>
			<b>\$53,500</b>



## LAKE DALLAS INDEPENDENT SCHOOL DISTRICT

### Request for Acceptance of Donated Items

Dept/Campus Receiving Donation/Gift: Various Campuses/Departments

Name of Donor (If organization, please include name of president)

Lake Cities Education Foundation- Jerry Blazewicz- President

Mailing Address

City

Zip Code

104 Swisher Road

Lake Dallas

75065

Description of Donation/Gift:

Value \$ 53,500

Innovative Teaching Grants

Permission is requested to accept this donation/gift for our school/department. The donor understands that this donation/gift will become the property of the Lake Dallas Independent School District and will be under the jurisdiction of the school/department in accordance with School Board Policy and administrative rules and regulations. Approved donations/ gifts should be added to fixed asset inventory, if applicable.

Remarks:

Superintendent \_\_\_\_\_

CFO \_\_\_\_\_

Approval

Disapproval

Approval

Disapproval

Date of Approval/Disapproval \_\_\_\_\_



**MULTIDISCIPLINARY TEAM  
WORKING PROTOCOL FOR  
DENTON COUNTY**

January 2024

## **I. Mission Statement**

The mission of the Children’s Advocacy Center for North Texas is to empower child abuse victims, their families, and the community through education, healing, and justice.

## **II. Goals and Objectives**

The goal of the Children’s Advocacy Center for North Texas is to develop a cooperative team approach to investigating child abuse through interagency communication and collaboration. Further, through the Advocacy Center’s team approach, we develop, maintain, and support an environment that emphasizes the best interests of children and families and supports investigative services. Children’s Advocacy Center for North Texas (CACNT) will assess victims of child abuse and their families to determine their need for services relating to the investigation of child abuse and provide or refer for such services. The Advocacy Center provides trauma-informed, evidence-based mental health and victim services designed to reduce or mitigate trauma symptoms of the child and promote healing for the child and the child’s safe caregivers.

Children's Advocacy Center for North Texas’s multidisciplinary team (MDT) is a group of professionals who represent various disciplines and work collaboratively from the point of a child abuse investigative report to ensure the most effective coordinated response possible for every child. While the Advocacy Center provides a facility at which our MDT can meet, the goal is a systemic response ensuring interagency collaboration with a focus of reducing trauma to children and families, improving services, and preserving and respecting the rights and obligations of each partner agency to pursue their respective mandates. The coordinated response of the MDT ensures we are reducing—to the greatest extent possible—the number of interviews required of a child victim and minimizing the negative impact of the investigation on the child and family. Through interagency collaboration and the Advocacy Center’s coordination of the team, Children’s Advocacy Center for North Texas’s MDT facilitates the efficient and appropriate disposition of a case both criminally and civilly.

## **III. Multidisciplinary Team**

### **A. Participating Agencies**

#### **1. MDT Partners Child Abuse Team**

Children’s Advocacy Center for North Texas’s Partner Agencies include the Texas Department of Family and Protective Services (DFPS), all law enforcement agencies in Denton County, the Denton County District Attorney’s Office, Denton County Juvenile Probation Department and medical providers and professionals. All members of the Advocacy Center’s staff are members of the multidisciplinary team.

#### **2. MDT Partners Child Sex Trafficking Team**

Includes all partners from the Child Abuse Team, the Care Coordinator (CC) at Children’s Advocacy Center for North Texas, and all Commercially Sexually Exploited Youth (CSEY) agencies servicing Denton County.

## B. Roles and Responsibilities

### 1. MDT Partners Child Abuse Team

- i. Law Enforcement: The appropriate law enforcement agency investigates and determines whether a crime has been committed and to present information to the proper authorities for prosecution. Law enforcement partners agree to:
  - a. Work collaboratively with DPFS on joint investigations.
  - b. Refer cases to Children’s Advocacy Center for North Texas that meet specified criteria (defined in Section IV below).
  - c. Routinely share information among team members and provide information about case status as needed and as allowed by law.
  - d. Observe forensic interviews related to their assigned investigation.
  - e. Make every effort to interview the suspect/perpetrator prior to filing the case with the District Attorney’s Office.
  - f. Be an active participant in case review meetings.
  - g. Provide constructive feedback and education regarding criminal investigations.
  - h. Attend New Team Member Orientation regarding CACNT services, the multidisciplinary investigative process, and other relevant cross-discipline trainings.
  - i. Participate in Advocacy Center activities including ongoing education, community education efforts and team building programs.
- ii. Texas Department of Family and Protective Services: DFPS is responsible for the protection of children, older adults, and adults with disabilities. DFPS is mandated to take civil action necessary to protect children from abuse and neglect. DFPS partners, including Agents of the State, agree to:
  - a. Work collaboratively with law enforcement on joint investigations.
  - b. Refer cases to Children’s Advocacy Center for North Texas that meet specified criteria (defined in Section IV below), when appropriate.
  - c. Routinely share information among team members and provide information about case status as needed and as allowed by law.
  - d. Observe forensic interviews related to their assigned investigation.
  - e. Be an active participant in case review meetings.
  - f. Provide constructive feedback and education regarding civil investigations and child safety.
  - g. Attend New Team Member Orientation regarding CACNT services, the multidisciplinary investigative process, and other relevant cross-discipline trainings.
  - h. Participate in Advocacy Center activities including ongoing education, community education efforts, and team building programs.
- iii. Denton County District Attorney’s Office (DA): The DA’s Office is responsible for assessing the criminal aspects of a case in accordance with their prosecutorial role. A District Attorney prosecutor may request that a law enforcement agency file a case for review and/or prosecution. District Attorney partners agree to:

- a. Routinely share information among team members and provide information about case status as needed and as allowed by law.
  - b. Attend New Team Member Orientation regarding CACNT services, the multidisciplinary investigative process, and other relevant cross-discipline trainings.
  - c. Be an active participant in case review meetings.
  - d. Provide constructive feedback and education in line with current case law.
  - e. Assist with ongoing training in the field of criminal investigation and prosecution.
  - f. Participate in Advocacy Center activities including ongoing education, community education efforts and team building programs.
- iv. Denton County Juvenile Probation: Juvenile Probation is responsible for assisting in and referring any child abuse victims in the juvenile system to Children’s Advocacy Center for North Texas and providing the multidisciplinary team with any pertinent information on any cases in the juvenile system. The probation department also solicits information from the multidisciplinary team to assist in making recommendations or treatment decisions during case dispositions where a juvenile committed the alleged offense. Juvenile Probation partners agree to:
- a. Routinely share information among team members and provide information about case status as needed and as allowed by law.
  - b. Attend New Team Member Orientation regarding CACNT services, the multidisciplinary investigative process, and other relevant cross-discipline trainings.
  - c. Be an active participant in case review meetings, as available.
  - d. Provide constructive feedback and education regarding the juvenile justice system.
  - e. Participate in Advocacy Center activities including ongoing education, community education efforts, and team building programs.
- v. Medical Team: The medical team is comprised of highly trained professionals who specialize in conducting medical-forensic examinations of victims of sexual assault and victims of serious physical abuse. Partnering agencies include Children’s Health - Referral and Evaluation of Abused Children (REACH) team, Child Advocacy Resource and Evaluation (CARE) Team, Texas Health Resources Denton SANE Team, and Children’s Advocacy Center for North Texas medical providers. The role of the medical professional is to provide medical treatment and diagnosis to any child subject to allegations of child abuse and in need of medical evaluation. These specialists also provide medical information, recommendations, and consultations regarding the needs of the child. This includes medical examination for concerns regarding physical abuse, sexual abuse, and/or medical or physical neglect.
- a. Routinely share information among team members and provide information about case status as needed and as allowed by law.

- b. Attend New Team Member Orientation regarding CACNT services, the multidisciplinary investigative process, and other relevant cross-disciplinary trainings.
  - c. When clients present to medical first, work to ensure that clients get appropriate follow-up services, and get connected to the multi-disciplinary process.
  - d. Be an active participant in case review meetings, as available.
  - e. Provide constructive feedback and education regarding medical forensics.
  - f. Participate in Advocacy Center activities including ongoing education, community education efforts and team building programs.
  - g. Be available to aid in the criminal justice process by being available for court testimony regarding medical issues.
- vi. Children’s Advocacy Center for North Texas Staff: Advocacy Center staff are responsible for the general operation and maintenance of the facility. All members of the Advocacy Center staff are members of the multidisciplinary team.
- a. Partner Relations staff agree to facilitate and coordinate joint investigations by partner agencies, including the review of DFPS reports and create a warm and welcoming environment for partners.
  - b. Client Services staff agree to provide victim advocacy services and assist partner agencies with forensic interviews in a neutral and supportive manner.
  - c. Clinical staff agree to provide trauma informed mental health services to victims and family members and provide input and recommendations to the MDT regarding the emotional needs and well-being of child victims.
  - d. Medical staff agree to provide trauma informed medical services to victims and family members, ensuring the medical evaluations assess the victim for any medical, developmental, emotional, or behavioral problems needing further evaluation and treatment and, in coordination with the MDT, make referrals, as necessary.

## 2. MDT Partners Child Sex Trafficking Team

Includes all partner roles and responsibilities from the Child Abuse Team and the following:

### i. Care Coordinator (CC)

The Children’s Advocacy Center for North Texas serves as the CST Care Coordinator. The Advocacy Center coordinates with all participating agencies and service providers to ensure a strong, cohesive and collaborative approach to all victims of CST from identification through the investigation process until case has been discharged from the Care Coordination Team. The Care Coordinator will also ensure resources are identified and utilized when needed and critical relationships are cultivated and maintained amongst the CST Care Coordination Team and community agencies.

### ii. Commercially Sexually Exploited Youth (CSEY) Advocate Agency

The role of the CSEY Advocate Agency is to provide advocates for victims throughout the process of crisis response, crisis intervention, crisis management, and long-term care management. Advocates are responsible for personal contact and rapport with the victim from initial contact. Advocates manage coordination of services from the victim’s side,

ensuring that the victim is well heard and well served by other CST service providers. Advocacy services are provided in support of needs of law enforcement/first responders and service providers with prior relationships with victims.

Each of the above-mentioned participating agencies has specific responsibilities regarding the investigation, prosecution, medical and therapeutic treatment in cases of child abuse, child sex trafficking (CST), and child fatality investigations. Together, we commit to the multidisciplinary team approach through the Children's Advocacy Center for North Texas and acknowledge it will serve to enhance the individual efforts of each agency and will unify our community in the daily work of ensuring the protection of the children of Denton County.

#### **IV. Case Criteria**

A. Texas Department of Family and Protective Services (DFPS) and Denton County law enforcement agencies will refer the following cases to Children's Advocacy Center for North Texas for services, when appropriate:

1. Child victims of allegations of a sex crime, including sex trafficking, child pornography, and online child exploitation
2. Adult victims of allegations of a sex crime, including sex trafficking, child pornography, and online child exploitation, when the adult has developmental delays that impair communication.
3. A suspect admits to sexual abuse of a child or an adult with developmental disabilities.
4. Child victims of allegations of severe child physical abuse as determined by the investigative agencies.
5. Children who have witnessed violent crimes as determined by the investigative agencies, sexual abuse, or severe physical abuse.
6. Child fatalities: The Advocacy Center can provide case coordination, special case reviews and/or services for the family, including surviving siblings.
7. A child under 18 years of age who comes into contact with Law Enforcement or DFPS, under circumstances that may be indicative of child abuse, child sex trafficking, and/or exploitation.

B. CST High Risk Youth (HRY)

1. Children contacted by anyone in circumstances that would give a prudent person reasonable suspicion the child is being encouraged or compelled to engage in sexual conduct.
2. Children who are reported missing or runaway to law enforcement and other professionals, more than four (4) times in a 12-month period.
3. Children who are 12 years of age or younger and are missing or runaway.
4. Children who have been a runaway and missing for over (30) consecutive days.
5. Children with two (2) or more separate incidences of sexual abuse and/or exploitation in a 12-month period.
6. Children screened using a validated commercial sexual exploitation tool and scored within a range of clear concern for commercial sexual exploitation upon completion of a forensic interview.
7. Children in DFPS conservatorship, who are missing, or are on runaway status.
8. Missing or runaway children under 18 years old suffering from any mental or physical disabilities.

Children's Advocacy Center for North Texas may provide services to children in cases not meeting the above criteria when the referring agency sees a need for a multidisciplinary approach.

Children's Advocacy Center for North Texas primarily serves child victims, ages 0-18 and appropriate family members in Denton County. This includes cases in which the child is: 1) a resident of Denton County and/or 2) the offense is alleged to have occurred in Denton County. As a courtesy service, the Advocacy Center will serve clients from, and work with, multidisciplinary teams from other counties upon request. 3) Under special circumstances, the Advocacy Center may provide services to primary victims over the age of 18, including adults that have developmental delays functioning at a mental age younger than 18.

Texas Family Code (264.4061) states a DFPS referral made by a professional alleging any of the criteria above will be referred to Children's Advocacy Center for North Texas and the Advocacy Center must respond. It further states any interview of a child conducted as part of the investigation must be a forensic interview conducted in accordance with this working protocol unless a forensic interview is not appropriate based on the child's age and development. However, the forensic interview is not the only point of entry for children or families to receive services.

Sensitive Cases: Situations involving direct team members, CACNT staff, and/or their immediate family members as alleged victims or offenders, will be considered sensitive. At the discretion of the Director of Partner Relations or designee, forensic interviews and counseling services for these sensitive cases may take place off-site. Confidentiality will be maintained, and these sensitive cases will not be reviewed in the case review meetings. Any sensitive cases needing a case review will be scheduled as a special case review.

## **V. Case Coordination Services**

### **A. Multidisciplinary Team Coordination**

The MDT's collaborative response begins with case initiation and continues through the investigation, service provision, and prosecution or appropriate disposition of the case by the Multidisciplinary Team. Children's Advocacy Center for North Texas provides Multidisciplinary Team Coordinators and Director/Assistant Director of Partner Relations to strengthen and sustain the MDT with coordination and collaboration between partners to ensure timely access to services for victims and their non-offending family members. A primary tool used by the Advocacy Center to facilitate a coordinated approach to cases are the intake reports generated by the Department of Family and Protective Services (DFPS). DFPS reports are delivered to CACNT via case-tracking system, Apricot 360. Children's Advocacy Center for North Texas's role in reviewing DFPS reports is to identify which reports meet accepted criteria (defined in Section IV of these protocols) and facilitate Advocacy Center/MDT services related to case investigation, assessment, and intervention. Services provided by Children's Advocacy Center for North Texas may include:

1. Forensic interviews
2. Victim support and advocacy
3. Medical evaluations
4. Mental health services
5. MDT case review
6. Case coordination

MDT Coordinators review DFPS reports and initiate a response by the MDT within 72 hours (on average), when appropriate. The MDT's response is documented in Children's Advocacy Center for North Texas's case-tracking system. MDT responses include referring the case for any of the services listed above or determining through a coordinated approach that CACNT services are not needed. Children's Advocacy Center for North Texas's access to DFPS reports shall not be construed to change, reduce, or expand the authority or jurisdiction of Children's Advocacy Center for North Texas or any MDT partner as it relates to initiating and conducting investigations, assessments and/or interventions.

Cases can also be directly referred to Children's Advocacy Center for North Texas by DFPS and/or law enforcement. The process for how these referrals is handled is based on the service for which they are referred and is identified in the sections that follow. After hours case consultation may be initiated by contacting CACNT on-call number, 469-293-2128.

#### After-hours Care Coordination

An after-hours Rapid Response can be initiated at the request of DFPS and/or law enforcement only during an active recovery. To request a Rapid Response, a team member must call the on-call phone number, 469-293-2128, and request to be connected to the Care Coordinator. A Rapid Response is limited to cases where an active child sex trafficking recovery is in progress.

MDT Coordinators/Facilitators must complete a minimum of 8 hours of instruction relevant to child abuse investigation, intervention, and multidisciplinary teams. After completion of initial 8 hours of instruction, MDT Coordinator/Facilitator must complete 8 hours of continuing education every two years in the field of child maltreatment and/or facilitation.

### B. Case Review Meetings

The Texas Family Code Section 264.406 mandates that Children's Advocacy Center Multidisciplinary Teams meet at regularly scheduled intervals to review child abuse cases and coordinate the actions of the entities involved in the investigation and prosecution of the cases and the delivery of services to the child abuse victims and the victims' families. Insight from each MDT representative provides the environment for a coordinated, comprehensive, compassionate, and professional response. Therefore, the result and ultimate purpose of case review is to make informed case decisions based on information shared and professional expertise from across all disciplines, ensuring team members have a chance to adequately address their specific case interventions, questions, and concerns with a focus on successful outcomes for the child, family, and criminal/civil case.

#### 1. Criteria for Case Review

##### i. Sexual Abuse

- a. Outcries of sexual abuse involving victims 14- years-old and younger
- b. Outcries of sexual abuse cases with unknown perpetrators
- c. Cases involving online exploitation or child pornography
- d. A suspect admits to sexual abuse

##### ii. Physical Abuse

All Felony-level physical abuse cases including, but not limited to:

- a. Serious bodily injury

- b. Victim is not mobile and unexplained injuries occur
- c. Children under 12 months of age with unexplained or non-accidental fractures or other physical injuries to the head or torso
- iii. Any team member can refer a case for case review by asking a Partner Relations staff member to add the case to the agenda.

Children’s Advocacy Center for North Texas conducts case review meetings regularly, at least once per week, unless circumstances dictate otherwise. Case Review meetings will be conducted at Children’s Advocacy Center for North Texas facilities. The Director of Partner Relations or designee will facilitate meetings. Partner Relations staff will ensure involved agency representatives are notified of scheduled case review meetings. Notification comes by email and will include the agenda, date, time, and location of the case review meeting. Individual case review notes and case dispositions will be documented in Children’s Advocacy Center for North Texas’s case-tracking system. The case review sign-in sheet will be retained on file (paper or electronic) for a minimum of 2 years.

Advocacy Center Forensic Interviewers, Family Advocates, Clinical Supervisors, and Partner Relations staff review cases that were referred for services in the weeks prior. The decision to add a case to the case review agenda is based on case review criteria (listed above), the needs of the investigation and the needs of the family, Denton County jurisdiction, complexity of the case and referrals that need to be made.

Attendees at case review should include: partner agency representatives assigned to cases on the agenda (the “Assigned Team” on each case); law enforcement, DFPS, District Attorney’s Office representative (adult and juvenile prosecution), Juvenile Probation Court Liaison, Advocacy Center staff, and Medical Providers. Attendees may participate in person or via a HIPAA compliant virtual platform. A calendar invite containing the date, time, location, and information to join virtually will be emailed to team members by Partner Relations staff. Team members with cases on the agenda will make a good faith effort to attend case review. Assigned Team members unable to attend should communicate to the MDT a status update so other members of the MDT can continue their services to the child, family, or investigation in a timely fashion. Non-partner agencies involved in child abuse investigations, assessment, and/or service provision requesting to have a case reviewed should contact the CACNT Director of Partner Relations or designee at least three working days in advance. Non-partner agencies should only be present in the case review during their individual case which will be reviewed at the beginning of the case review schedule. Audio or video recording of case review meetings is strictly prohibited.

2. Subsequent Case Reviews:

Cases will be reviewed following initial case on an “as needed” basis or upon request of Team member(s). Cases that have not had initial case review will be kept on the case review schedule for subsequent meetings.

3. Special Case Reviews:

- i. A special case review will be scheduled outside of the weekly planned meeting time
- ii. Only involved parties will be invited and included in the case review
- iii. Special Case Reviews will be requested for the following case types:
  - a. High-Profile cases (involving cases that include teachers, politicians, or cases in

- which the media will be involved)
- b. Cases involving specialized medical team
- c. Child fatality cases
- d. Cases involving Commercial Sex Trafficking victims
- e. Sensitive cases
- f. Cases not meeting the above criteria may be requested for a special case review meeting by any MDT member by contacting an MDT Coordinator.

4. Team members are responsible for follow-up actions recommended during case review.

## **VI. Case Tracking**

Case tracking is a systematic method of collecting data on each case served by Children’s Advocacy Center for North Texas. Case tracking provides a mechanism for monitoring case progression throughout a multidisciplinary interagency response. Case information is tracked from case identification through the final DFPS, Law Enforcement, and/or Prosecution disposition of the case.

### **A. Apricot 360**

Children’s Advocacy Center for North Texas uses an online case-tracking system called Apricot 360. Cases that meet the MDT criteria are tracked in Apricot 360 but are not considered clients of the Advocacy Center until they are officially referred by a member of the MDT. Basic demographic information is collected on all clients at the time of intake. Apricot 360 is also used to document services provided (internal and external), regular case review meetings, and case dispositions. Team members can request information on case status and demographics of families documented in Apricot 360 by contacting any staff member of the Advocacy Center. Deidentified aggregate data that does not identify individual clients collected in Apricot 360 can be requested by any partner agency to assist in assembling local, regional, statewide, and national statistics that are useful for advocacy, research, and legislative purposes in the field of child maltreatment. Children’s Advocacy Center for North Texas provides statistical information obtained through case tracking to Children’s Advocacy Centers of Texas, National Children’s Alliance, the Office of the Attorney General and other local, state, or federal funders or accrediting bodies.

## **VII. Conflict Resolution**

Conflicts between team members are bound to arise from time to time. When handled appropriately, the resolution of the conflict can be a growth experience for all parties involved. One of the goals of Children’s Advocacy Center for North Texas is to develop and nurture healthy partnerships between agencies. The skills we teach our clients, such as setting boundaries, clarifying roles, and stating clear expectations can also be applied to work relationships. Any differences between team members conducting joint investigation of a specific case in which questions arise regarding the best interest of the child, jurisdiction, or compliance with protocols shall be addressed as follows:

- A. Involved team members will attempt to resolve the difference through discussion and the sharing of information.

- B. Case may be referred to a “team conference” involving both parties and all team members possessing direct knowledge of the case. The conference may also include Advocacy Center staff providing services, prosecutor, and/or CACNT’s Director of Partner Relations.
- C. A second team conference can be held with appropriate supervisors involved, if necessary.
- D. Decisions regarding complaints/concerns by partner agencies about joint investigative procedures, as mandated by law, lie with each individual agency.

### **VIII. Confidentiality**

All state and federal confidentiality laws will be followed in connection with this agreement, including Texas Family Code §264.408. All agencies/organizations participating in the MDT will immediately share pertinent case information with the appropriate agency within 2 business days, in person, via encrypted email and/or phone call. MDT members and Advocacy Center staff will make every effort to discuss cases privately; where others not directly associated with the case may overhear them. Separate areas are designated for such private conversations with caregivers/family members so that individuals may discuss aspects of their case in confidence. Confidential information shared with CACNT remains the property of the agency that shared the information with the Advocacy Center.

### **IV. Client Services**

#### **A. Forensic Interviews**

Texas Family Code (264.4061) states a DFPS referral made by a professional alleging any of the criteria below will be referred to Children’s Advocacy Center for North Texas and the Advocacy Center must respond. It further states any interview of a child conducted as part of the investigation must be a forensic interview conducted in accordance with this working protocol unless a forensic interview is not appropriate based on the child’s age and development.

The purpose of a forensic interview is to obtain information from a child about abuse allegations that will support accurate and fair decision-making by the MDT within the criminal justice, child protection, and service delivery systems. Forensic interviews are conducted with children who are alleged victims or witnesses to abuse or violence. Forensic interviews are conducted in a manner that is developmentally and culturally sensitive, unbiased, fact-finding, and legally sound. When a child is unable or unwilling to provide information regarding any concern about abuse, other interventions to assess the child’s experience and safety are required. The Advocacy Center/MDT must adhere to research-based forensic interview guidelines that create an interview environment that enhances free recall, minimizes interviewer influence, and gathers information needed by all the MDT members to avoid duplication of the interview process. The Forensic Interviewer is responsible for ensuring that the interview is conducted in a manner that is victim-focused and neutral to the investigation, while also remaining non-therapeutic in scope; if the child needs mental health treatment, Advocacy Center staff will ensure a referral is made to Clinical Services.

1. Texas Department of Family and Protective Services (DFPS) and Denton County law enforcement agencies (undersigned below) will refer the following cases to Children’s Advocacy Center for North Texas for forensic interview services, when appropriate:

- i. Child victims of allegations of a sex crime, including sex trafficking, child pornography, and online child exploitation
- ii. Adult victims of allegations of a sex crime, including sex trafficking, child pornography, and online child exploitation, when the adult has developmental delays that impair communication
- iii. Suspect admits to sexual abuse of a child or an adult with developmental disabilities
- iv. Child victims of allegations of severe child physical abuse as determined by the investigative agencies
- v. Children who have witnessed violent crimes as determined by the investigative agencies, sexual abuse, or severe physical abuse
- vi. Child survivors from the household of a child fatality

Children’s Advocacy Center for North Texas may provide Forensic Interview services to children in cases involving other types of child victimization when the referring agency sees a need for a multidisciplinary approach.

Children’s Advocacy Center for North Texas primarily provides Forensic Interview services to verbal child victims and witnesses, ages 2-18, in Denton County. This includes cases in which the child is: 1) a resident of Denton County and/or 2) the offense is alleged to have occurred in Denton County. As a courtesy service, Children’s Advocacy Center for North Texas will interview children, and work with multidisciplinary teams, from other counties upon request. All efforts will be made to communicate with the child in the language spoken in their home; interpreters will be secured for the interview/observation rooms, when necessary. If the child communicates non-verbally, all efforts will be made to secure an interpreter or familiarize the interviewer with the child’s communication device. 3) Under special circumstances, the Center may provide Forensic Interview services to primary victims over the age of 18, including adults who have developmental delays functioning at a mental age younger than 18.

2. Criteria for choosing an appropriately trained interviewer (for a specific case):
  - i. All Forensic Interviewers must complete CACTX Forensic Interviewing Block 1, or a comparable nationally accredited training, before conducting forensic interviews. If applicable, Forensic Interviewers must complete the remaining training Blocks within their first year of employment. Forensic Interviewers must also attend, at a minimum, 15 hours of advanced training in conducting forensic interviews of Commercially Sexually Exploited Youth.
  - ii. Upon completion of core curriculum or nationally recognized forensic interview training, individuals who conduct forensic interviews must demonstrate participation in ongoing education in the field of child maltreatment and/or forensic interviewing for a minimum of 8 contact hours every two years. CACNT provides ongoing development of forensic interview skills by conducting in-house peer review. Additionally, Forensic Interviewers will meet the CACTX statewide peer review requirement.
  - iii. The Forensic Interview Supervisor, or designee, will assign Interviewers to specific cases. The assignor will take into consideration: allegation type(s) and complexity, age of child, native language/method of communication of child, experience and training level of Interviewer, language(s) spoken by Interviewer, and any other impacting factors specific

to the case. The assignor will ensure that the selected Interviewer is the most appropriately trained interviewer for the case, based on the information known.

## B. Forensic Interview Process

1. The referring agency will initiate a joint investigation and/or request a forensic interview at the Center. The Assigned Team should screen the family prior to scheduling a forensic interview for any potential language barrier and work with Children's Advocacy Center for North Texas to find interpreters, if needed. At least one representative from the Assigned Team MUST be present for the entire duration of the forensic interview. A forensic interview will not be conducted unless reasonable efforts have been made to notify assigned investigators.
2. Joint DFPS/law enforcement investigations
  - i. Upon receipt by DFPS of a referral, DFPS will contact the appropriate law enforcement investigator.
  - ii. If the referral to DFPS was made by a professional and alleges sexual abuse of a child, or is a case that meets CACNT criteria, DFPS will contact the Advocacy Center to jointly determine whether an MDT response is appropriate. The MDT response may include a forensic interview.
  - iii. The DFPS investigator and law enforcement investigator will coordinate the logistics of the forensic interview together.
  - iv. The assigned DFPS investigator or law enforcement investigator will schedule the interview with CACNT Client Services or Partner Relations.
  - v. The Forensic Interview Supervisor or designee will assign the interview to any of the trained forensic interviewers.
3. Law enforcement only interviews (cases not involving a DFPS investigation)
  - i. Law enforcement agencies requesting an interview will directly contact Children's Advocacy Center for North Texas's Client Services or Partner Relations Department.
  - ii. The Forensic Interview Supervisor or designee will assign the interview to any of the trained forensic interviewers.
  - iii. Advocacy Center staff may discuss the case with DFPS staff to determine whether DFPS has, or should have, a role in the investigation.
4. After-hours Interviews
  - i. Interviews may be conducted after-hours at the request of DFPS and/or law enforcement. To request an interview outside of the normal workday, a team member must call the on-call phone number, 469-293-2128. After-hours interviews are limited to cases where the child and/or the community at large are in immediate danger (i.e.: child witnesses to a homicide, abduction, aggravated assault, etc.). Under most circumstances, a sexual abuse case does not warrant an after-hours interview; however, obtaining an acute sexual assault exam is highly encouraged. The decision to conduct an after-hours interview is made collaboratively with the Assigned Team and the on-call Client Services Staff. If the decision is made to conduct the interview, at a minimum, two CACNT will respond, to include a forensic interviewer, family advocate, and mental health professional. All after-hour medical services must follow the Center's medical protocols found within this

document. All after-hour calls not meeting the above criteria will be scheduled during the call, for services the next available business day.

#### 5. Mobile Forensic Interviews

- i. If a child needs to be interviewed offsite, coordination between CACNT and the Assigned Team will occur to meet this need. Mobile interviews are discussed on a case-by-case basis.

#### 6. Tele-forensic Interviews

- i. Tele-forensic interviews are only for use as an alternative to in-person forensic interviews in extenuating circumstances and will be discussed between the CACNT and MDT partners upon request. Tele-forensic interviews will be conducted using a HIPAA compliant platform, Zoom. MDT investigative partners will observe the interview via Zoom with cameras off and microphones muted. MDT partners will communicate with the Forensic Interviewer confidentially using a breakout room that is separate from the child being interviewed.

#### 7. Interviews of adults

- i. The Director of Client Services or designee will determine what special circumstances allow for the interview of an adult with disabilities. Determination will depend largely on the individual's ability to communicate and participate in the forensic interview process and the suitability of the case circumstances to our protocols.

#### 8. Interviews in Spanish

- i. Special care will be taken to use a Spanish-speaking interviewer when the child speaks Spanish in the home or prefers to speak Spanish during the forensic interview. All efforts will be taken to secure an interpreter for the observation room, should one be necessary. Any interpreter who is not a staff/MDT member will sign the *Confidentiality and Guidelines for Interpreters Form*, which includes their current contact information. The form will be uploaded into the case-tracking system, and a copy will be provided to the Assigned Team. The District Attorney's Office may request a written English transcription of the Spanish forensic interview for trial purposes. The District Attorney's Office should request the transcription from the Forensic Interviewer and allow at least two weeks for the completion of request.

#### 9. Interviews in other languages

- i. Special care will be taken to use an interpreter when the child speaks a language, other than English or Spanish in the home or prefers to speak that language during the forensic interview. Coordination of an interpreter, including American Sign Language interpreter, can be difficult for interviews requiring a language other than spoken English or Spanish, and time to coordinate an appropriate interpreter will need to be allowed. For these cases, an interpreter will join the interviewer in the interview room. Interpreter will sign the *Confidentiality and Guidelines for Interpreters Form*, which includes their current contact information. The form will be uploaded into the case-tracking system and a copy will be provided to the Assigned Team.

#### 10. Multi-session Forensic Interview (MSFI)

- i. A multi-session forensic interview is one forensic interview over multiple sessions and may be requested by the Assigned Team. Multi-session forensic interviews will only be

completed with unanimous Assigned Team (present for interview) approval and must be done by forensic interviewers trained in MSFIs. Considerations for a MSFI include, but are not limited to pre-school aged children, children from culturally diverse backgrounds, children with disabilities, children who have suffered extreme trauma including chronic abuse, and children who are victims of human trafficking or multiple suspects. Special considerations are taken when scheduling a MSFI, including the timing and space between sessions, the safety and development of the child, and the needs of the Assigned Team. A member of the Assigned Team must be present for the duration of each session, and each session will be completed by the same forensic interviewer, unless changing interviewers is best for the child or the forensic interview process.

#### 11. Subsequent Forensic Interview

- i. A subsequent forensic interview is defined as an interview of a child after the completion of a forensic interview. These interviews must be requested by the Assigned Team and will be completed by the initial forensic interviewer unless changing interviewers is best for the child or the forensic interview process. Subsequent forensic interviews are best for addressing new allegations in the same case and/or recant or reaffirmation interviews. The Assigned Team is required to consult with the DA Prosecutor prior to scheduling a subsequent forensic interview.

#### 12. Sharing of information

- i. Referring agencies will ensure that information necessary for Children's Advocacy Center for North Texas documentation is provided to Center staff as necessary to provide services. This information will be kept and maintained by Children's Advocacy Center for North Texas electronically, indefinitely. Confidential information shared with Children's Advocacy Center for North Texas remains the property of the agency that shared the information with the Advocacy Center. The investigative team will share pertinent information with the forensic interviewer prior to the forensic interview; this includes the name, age, language, and address of all parties involved, the allegations in the case, and any known facts that may influence the interview (i.e., disabilities the child may have, etc.).

#### 13. Notifying families

- i. Referring agencies will notify victim, non-offending family members, witnesses, or other individuals relevant to investigation of scheduled interview at CACNT.

#### 14. Observation of interviews

- i. To protect the integrity of the forensic interview and to maintain neutrality, no one outside of the MDT or assigned investigative team will be allowed to observe a forensic interview unless they are deemed appropriate and approved unanimously by the assigned investigative team. In no way should members outside of the MDT (see section III) observe live interviews. Should non-multidisciplinary team members need to observe an interview, they can request to view the recording from the referring agency.
- ii. Adults accompanying the child being interviewed are not allowed in the observation room.
- iii. In cases of non-English speaking children, interpreters will be allowed in the observation room.

- iv. While interviews are being conducted, MDT partners communicate with the forensic interviewer through the light indicator which prompts the forensic interviewer to step out of the interview room to consult with MDT partners before resuming the interview.

#### 15. Interview Room

- i. Only trained forensic interviewers, interpreters (when needed), and the child being interviewed are allowed in the interview room during the forensic interview. Only under special circumstances, and with the approval of the Assigned Team, may the adult accompanying the child escort the child to the interview room, wait for the child outside the interview room, or be in the interview room with the child. The forensic interviewer and the Assigned Team will determine what is in the best interest of the child and the criminal/civil case.

#### 16. Pre-Interview Preparation

- i. Prior to the forensic interview, investigators will brief the interviewer and advocate with pertinent information. The forensic interviewer will gather minimal information about the case from the Assigned Team including, but not limited to:
  - a. the name, age, initial outcry of the child and any known factors that may impact the forensic interview process
  - b. the name, age, and relationship of the alleged perpetrator
  - c. basic investigative information related to the case
- ii. Investigators will provide interviewer with any evidence to be presented during interview. Investigators may or may not choose to greet the family before the forensic interview.

#### 17. Forensic Interview Structure

- i. The forensic interview will follow a semi-structured protocol, according to interviewer's training and Children's Advocacy Center for North Texas protocols.
- ii. At the interviewer's discretion, anatomical drawings or dolls may be used to clarify body parts/positions, if child is unable to verbally clarify.
- iii. Before the interview is concluded, the interviewer will leave the interview room (unless unable to) and meet with Assigned Team to ensure necessary information is gathered.
- iv. All forensic interviewers will conduct a global screening for domestic violence, drugs, alcohol, physical abuse, sexual abuse and exposure/production of pornography regardless of allegations of current investigation to ensure child safety.

#### 18. Post-Interview

- i. The Assigned Team has the opportunity to meet with non-offending family members or caregivers present at CACNT after the forensic interview. Afterward, it is strongly encouraged the team members/Center staff share information and collaborate on decisions to be made regarding the safety of the child/family and the next steps of the investigation. The Assigned Team or CACNT staff are also encouraged to ask Children's Advocacy Center for North Texas's clinical staff to meet with the family if the child is in crisis.

#### 19. Introduction of Evidence

- i. The introduction of evidence can be utilized during a forensic interview on a case-by-case basis. Copies of evidence will be brought to the CACNT ready for presentation by the investigative MDT partner(s). Evidence is owned by the MDT partners and is not retained

by CACNT. Discussion of the use of evidence will occur between the investigative MDT partners and the forensic interviewer prior to the forensic interview being conducted. Only forensic interviewers who have advanced training in the introduction of evidence can use evidence during the forensic interview of a child. Types of evidence that may be introduced include, but are not limited to, photo/internet images, text messages, journals, and drawings. Images containing child sexual exploitation imagery will be sanitized prior to presentation to the child during the forensic interview.

#### 20. Use of Interview Aids

- i. Forensic interview aids (i.e. anatomical drawings, anatomical dolls) will be used when deemed appropriate by the Forensic Interviewer and MDT, in order to gain further clarification of a child's statement or a report of abuse.

#### 21. Recording and/or Documentation of the Interview

- i. The forensic interview will be video and audio recorded; the assigned Forensic Interviewer is responsible for ensuring the starting/stopping of the recording equipment, as well as, ensuring that the investigating agencies receive a copy of the interview and interview work products. The assigned interviewer is responsible for documenting the interview service and narrative in client tracking database.

### C. Victim Support and Advocacy

Non-offending caregivers of alleged child abuse victims need assistance with navigating the MDT response and being connected to services to begin their healing process. CACNT understands the importance of victim-centered advocacy and provides services to ensure a consistent and comprehensive network of support for victims of abuse and their non-offending family members. Coordinated, comprehensive family advocacy services encourage client access to, and participation in the investigation, medical and therapeutic treatment, prosecution and other support services for children and families.

Children's Advocacy Center for North Texas Family Advocacy Program provides crisis intervention, support, and education to families throughout all phases of the MDT response including the investigation, treatment services, prosecution procedures. The goal of these services is to provide stability, promote safety, reduce trauma, and link families to support services.

All CACNT Family Advocates must complete a minimum of 24 hours of specialized core victim advocacy training. After completion of core training, family advocates will complete continuing education in the field of victim advocacy and child maltreatment at a minimum of 8 hours every two years. Family Advocates also participate in internal peer review a minimum of twice per year. Family Advocates who work with commercially sexually exploited youth also complete an additional 15 hours of training specializing in working with CSEY.

Family Advocates are assigned at two points of entry at CACNT. A Family Advocate will be assigned to every new case beginning at the forensic interview and to cases that are referred for therapy and advocacy only services. Family advocacy services will be provided by the Family Advocates, Family Advocacy Supervisor, or by interns under the supervision of LMSW credentialed staff. MDT members or other CAC's can refer families in need of support by calling the Clinical Intake Specialists and completing a JotForm.

1. Delivery of Family Advocacy Services:

Family Advocates will meet with the client's caregiver during the initial FI appointment. During this time, the Advocate will conduct a family needs assessment, provide information/education, and provide crisis counseling and stabilization services, in addition to other services. A Family Action Plan with identified and attainable goals will be created by the Family Advocate and discussed with the family. Follow-up meetings will be scheduled for all clients and ongoing case management will be conducted by the Family Advocate based on the goals created and the services needed that have been identified on the Family Action Plan. Follow-up appointments will take place at Children's Advocacy Center for North Texas, virtually via Zoom, over the phone, or an alternate location (if necessary). After the initial appointment, frequency of follow-up and services provided will vary depending on the family's unique situation and needs. In general, a Family Advocate will follow-up with the family within one week of the initial appointment. Continued consistent follow up with families will occur until all identified goals on the family action plan are attained, generally throughout the course of the investigation and/or legal proceedings.

2. Services provided by the Victim Support and Advocacy Program include:

- i. Crisis assessment and intervention, risk assessment and safety planning, and ongoing family engagement in order to support children and family members at all stages of involvement at CACNT
- ii. Assessment of individual needs, cultural considerations for child/family and help to ensure those needs are being addressed in concert with the MDT and other service providers; child /family's response to participating in the investigation, prosecution, treatment and support services including communication with MDT regarding factors impacting engagement.
- iii. Presence at the CAC during the forensic interview in order to participate in information sharing with other MDT members, inform and support the family regarding the coordinated, multidisciplinary response, and assess needs of children and non-offending caregivers
- iv. Provision of education and assistance in ensuring access to victim's rights and crime victim's compensation
- v. Assistance in procuring concrete services (housing, protective orders, domestic violence intervention, food, transportation, public assistance, civil legal services, etc.)
- vi. Provision of referrals for trauma-focused, evidence-supported mental health and specialized medical treatment, whether provided at the CAC or at offsite community providers
- vii. Facilitating access to transportation to interviews, court, treatment, and other case-related meetings
- viii. Engagement with the child and family to help them understand their own unique situation regarding: investigation/ prosecution process, crime victims rights, child abuse dynamics and/or child trauma
- ix. Participation in case review to communicate and discuss the unique needs of the child and family and associated services planning; and help ensure the coordination of identified services and that the child and family's concerns are heard and addressed

- x. Provision of case status updates to the family, including investigations, court date, continuances, dispositions, sentencing and inmate status notification (including offender release from custody)
  - xi. Provision of court education and support, including court orientation and accompaniment
  - xii. Completion of the Commercial Sexual Exploitation – Identification Tool (CSE-IT)  
The CSE-IT is used as a universal screening tool on all clients ages 10 and up with parental notification.
3. Coordinated Case Management of Victim Advocacy Services between CACNT and offsite Advocacy Agencies:
- The delivery of coordinated case management occurs with victim advocates offsite who share cases with CACNT family advocates. CSEY Advocates working with CSEY/HRY have linkage agreements with the CACNT as well as ROI's that are signed for consistent coordinated collaboration of shared clients. Court Victim Advocates through the prosecution's office are MDT partners and have signed MOU's in place to collaborate with CACNT Family Advocates when cases are shared between both agencies to ensure timely and seamless deliver of advocacy services to clients. For teaching, supervision and consultation purposes, advocacy sessions at the CACNT may be video recorded. Family Advocates may view recorded sessions at CACNT for training and quality assurance during individual supervisions and group peer reviews. After these recordings are viewed, they will be destroyed and are not maintained as part of the client's record.

## **VII. Medical Evaluations and Treatment**

All children who are suspected victims of child abuse should be assessed to determine the need for a medical evaluation. Medical evaluations are a critical piece for the overall well-being of a child, medical diagnosis, therapeutic healing, and criminal justice response to the suspected sexual and physical abuse of children, as well as in cases of neglect. A medical evaluation will assess the child's emotional and physical health, while also providing potential forensic findings that will aid the investigation in concerns of abuse. A medical evaluation holds an important place in the multidisciplinary assessment of child abuse. Obtaining an accurate history is essential in making the medical diagnosis and determining appropriate treatment of abuse. Physicians, nurse practitioners, physician associates, and nurses may all engage in the medical evaluation of child abuse.

- A. Purposes of a medical evaluation in suspected child abuse include:
- 1. Help ensure the health, safety, and well-being of the child
  - 2. Diagnose, document, and address medical conditions that resulted or could have resulted from abuse
  - 3. Provides a history that may aid in future medical diagnosis and treatment.
  - 4. Differentiate medical findings that are indicative of abuse from those which may be explained by other medical conditions
  - 5. Diagnose, document, and address medical conditions unrelated to abuse
  - 6. Document the overall appearance of the child
  - 7. Assess the child for any developmental, emotional, or behavioral problems needing further evaluation and treatment and, in coordination with the MDT, and make referrals as necessary

## 8. Reassure and educate the child and non-offending caregiver/family members

The role of the medical professional is to provide medical treatment and diagnosis to any child subject to allegations of child abuse and in need of medical evaluation. These specialists also provide medical information, recommendations, and consultations regarding the needs of the child. This includes medical examination for concerns regarding physical abuse, sexual abuse, and/or medical or physical neglect. These specialists can include child abuse pediatricians, nurse practitioners, physician associates, emergency physicians trained in evaluation of sexual assault, and certified Sexual Assault Nurse Examiners (SANE). All providers must meet and maintain the educational requirements set forth by the Office of the Texas Attorney General, including at least eight (8) contact hours of continuing education in the field of child abuse every two years.

All medical care is documented in a patient's health record. All State and Federal confidentiality laws will be followed in connection with this agreement. It is preferable for the forensic interview to occur prior to exam, but if medical needs of the patient or forensic collection precede the necessity of the interview, then he/she may be seen for the medical evaluation first. Coordination with law enforcement, medical provider, and the interviewer is recommended.

### B. Criteria for Acute Medical Evaluations

A victim/child who has made an outcry, or circumstantial evidence suggests the conclusion that the child is a victim of sexual abuse, and the incident or contact occurred within 120 hours involving at a minimum one of the following:

1. skin or oral contact of the genitals, anus, or breasts
2. exchange of bodily fluids
3. penetration of sex organ or anus
4. complaints of physical trauma
5. a forensic evidence collection kit is requested by law enforcement.
6. a victim appears to be under the influence of substances.
7. a child with physical injuries that require immediate medical attention.
8. forensic evidence collection may be obtained outside of the timeframe on a case-by-case basis.

### C. Criteria for Non-Acute Medical Evaluations

A victim/child who has made an outcry, or circumstantial evidence suggests the conclusion that the child is a victim of sexual abuse, and the incident or contact occurred over 120 hours, involving at a minimum one of the following:

1. skin or oral contact of the genitals, anus, or breasts
2. exchange of bodily fluids
3. penetration of sex organ or anus
4. complaints of physical trauma
5. a victim/child with current injuries that do not require immediate medical attention.
6. reports of trauma from other medical centers with uncertain assessments regarding abuse, or where further information is needed (example: indicated skeletal survey in child < 2 years).
7. a victim/child in which circumstantial evidence suggests the conclusion that he/she is the victim of medical abuse (failure to thrive, fictitious disorder by proxy, etc.).

Any case not meeting specific criteria listed above may be reviewed on a case-by-case basis with a medical provider to determine if there is a need for medical evaluation and/or additional medical testing.

#### D. Sexual Abuse

##### 1. Children's Advocacy Center for North Texas

###### i. Acute/Emergent Evaluation: If less than 120 hours since reported incident or contact and a sexual assault exam is needed:

- a. During the hours of 8AM-4PM Monday-Friday, call Children's Advocacy Center for North Texas at 972-317-2818 to coordinate scheduling of an acute evaluation.
- b. Please ask to speak with someone from the medical staff to determine if victim is medically appropriate for on-site evaluation, if there is a provider available to perform an evaluation, time, and location in which the evaluation will take place.
- c. If an emergent evaluation is necessary after hours, on the weekend, or if an appointment is not available at the Advocacy Center, call Texas Health Resources (THR-Presbyterian Denton) Denton Emergency Department charge nurse at 940-898-7059 to facilitate the coordination of exam to be done by the THR SANE Team.
- d. Any victim with emergent medical needs will need to be evaluated for medical clearance prior to any sexual assault exam.

###### ii. Non-Acute Evaluations: (greater than 120 hours since reported incident or contact)

- a. Call Children's Advocacy Center for North Texas at 972-317-2818 during the hours of 8AM-4PM Monday-Friday to request scheduling of an appointment or the Family Advocate can schedule an appointment when he/she is with the family at time of the forensic interview.
- b. Non-Acute Evaluations will take place at either the Lewisville or Denton locations.
- c. If an emergent medical need presents during any medical evaluation, the patient will be transferred to the local hospital emergency department for medical clearance prior to completion of exam.

###### iii. Follow-up Medical Care

- a. Acute and non-acute evaluations that include Sexually Transmitted Infections (STI) lab testing, shall be contacted with lab results by a CACNT medical provider. If STI testing was not completed at the time of the exam, CACNT medical provider will contact patient/caregiver to offer a follow-up visit for STI testing.
- b. In the event lab results are positive, medications will be offered, and a test-of-cure appointment will be arranged for 3 weeks.

##### 2. Cook Children's Hospital

- i. Acute and non-acute medical evaluations may be conducted at Cook Children's Hospital CARE Team by calling 682-855-3953.

##### 3. Children's Health (Dallas/Plano)

###### i. For acute medical evaluations requiring evidence collection:

1. During REACH Clinic hours (M-F, 9a-5p), call the clinic at 214-456-6919 to determine if evaluation can be done there.

2. Outside of REACH Clinic hours, contact The Turning Point's 24-hour hotline 1-800-886-7273: Please have Police Department contact information, sexual assault case number, child's name, age, and clothing size available to give to The Turning Point nurse/advocate.
- ii. For non-acute medical evaluations, a referral is sent to the outpatient Referral and Evaluation of At-Risk Children (REACH) clinic.

#### E. Physical Abuse/Neglect

##### 1. Children's Advocacy Center for North Texas

- i. For any non-emergent concerns of abuse or neglect, or if an incident does not meet criteria for a sexual assault exam, a head-to-toe physical assessment may be completed at the Advocacy Center. You may call 972-317-2818 to schedule or discuss the case with medical staff.
- ii. You may also consult with a medical provider regarding any further concerns or questions that you may have related to abuse or neglect, or if uncertain whether a medical evaluation for a child/victim is warranted.
- iii. Results of the medical evaluation will be shared with the requesting partner agency. If further follow-up is warranted, patient will be referred to Children's Health REACH Clinic or Cook Children's CARE Team. If no follow-up care is required, a recommendation to DFPS for FACN may be made.
- iv. If an emergent medical need presents during any medical evaluation, the patient will be transferred to Children's Health or Cook Children's Emergency Department.

##### 2. Cook Children's CARE Team

- i. For incidents of physical abuse that occur during working hours, the referring agency will contact the CARE Team at Cook Children's by calling 682-855-3953. The medical provider will determine if the child should be seen in the CARE Team Clinic or the Emergency Department. After 4:30PM Monday-Friday and on weekends, these patients should go through the Emergency Department.
- ii. Injuries that should be referred for evaluation/consultation:
  - a. Age 0-6 months:
    1. Any mark or injury, including skin abrasions, scratches, or bruising
  - b. Age 6 months and older:
    1. Bruises, lacerations, or burns to protected, fleshy, or flexor surfaces – for example: inner thighs, abdomen, neck, face, ear, genitalia
    2. Bruises, lacerations, or burns showing an object pattern – for example: belt loop, cigarette burn, curling iron
    3. Oral injuries, especially lacerations under the tongue or to the roof of the mouth
    4. Fractures, especially metaphyseal fractures, rib fractures, spiral fractures of the humerus or femur, scapula fractures
    5. Head trauma
  - c. Age 0-12: exposed to illicit drugs
  - d. Concerns for neglect: Call to request a case review

- e. At risk: Siblings (2 and under) of children requiring hospitalization for maltreatment require a referral/consultation to the clinic. Evaluations of older siblings by non-medical personnel will be reported back to the CARE Team.
  - f. Concerns regarding Medical Child Abuse
  - g. In an emergency, call 911
  - h. For any other concerns, please call for assistance.
3. Children's Health (Dallas/Plano)
    - i. For non-acute physical abuse medical evaluations, a referral must be made by DFPS or law enforcement and is sent to the outpatient Referral and Evaluation of At-Risk Children (REACH) clinic. The REACH Clinic is located at Children's Medical Center Dallas and Plano. Dallas is open Monday-Friday from 9:00AM-5:00PM. Plano is open Monday and Thursday from 9:00AM-5:00PM with expanding hours as need arises. If a child needs to be seen urgently, contact REACH Clinic at 214-456-6919.
    - ii. After clinical hours and on weekends for emergency cases, patients should go through the Emergency Department.
  4. Forensic Assessment Care Network (FACN): When documents and photographs are present and a medical consult is requested, DFPS will make the referral to FACN. DFPS uploads the documents and/or photographs into the FACN and they are reviewed by a child abuse pediatrician. A response is provided back to the DFPS worker within seven calendar days for routine cases or three calendar days for emergencies.

When children/victims of suspected abuse are initially treated by a non-MDT medical provider who does not specialize in child abuse and who does not meet the training requirements outlined in the Texas Standards, these cases will be reviewed by one of the medical providers at the Advocacy Center to assess the need for additional medical evaluation and/or follow-up care. The medical staff will review all previous medical records, when available, to prevent duplicated examination and/or testing.

#### F. Medical Chart and Peer Review

1. A child abuse medical specialist or medical director for the Advocacy Center will review 100% of all abnormal exams/evaluations performed by the Center and any other charts requested by medical staff for review. The medical director will also be available to the medical/nursing staff for consultation and any concerns related to any case or victim.
2. All medical providers providing care at the Center, or any partner agencies, are required to regularly take part in peer and chart review within the organization and with other providers providing care to sexual assault and child abuse victims.

#### G. Medical Documentation Records

1. All medical records for completed on-site medical evaluations at the Children's Advocacy Center for North Texas will be custody of and maintained by the Forensic Nursing Program Director (or designee). All medical records are considered legal documents. Medical Records will be stored at the facility in which the medical evaluation was conducted (Lewisville or Denton) or maintained in an electronic medical record at the facility where the medical evaluation was completed. The medical history and physical examination findings will be carefully and thoroughly documented. The record of the medical evaluation shall be kept in accordance with the Record Retention Policy. HIPAA Confidentiality and Privacy rules apply to all institutions involved in medical care.

Information from the medical evaluation shall be shared with the MDT in a routine and timely manner. All images taken during medical evaluations will be secured separately from the documented medical record. Physical abuse photos will be provided upon request to the investigating law enforcement agency and/or the District Attorney's Office along with the written medical evaluation. Photos containing breasts and/or genitalia will only be made available upon a written request from the District Attorney's Office or investigating law enforcement agency to the Forensic Nurse Medical Director.

2. For off-site MDT medical providers, medical records are documented per hospital/facility standards. This includes, but is not limited to medical history, test performed and results, physical examination findings, and photographic documentation. These records are property of and stored at the facility in which the medical evaluation was conducted. Investigating law enforcement agencies must contact off-site provider for photo documentation.

### **VIII. Mental Health**

Exposure to child abuse or violence can create trauma symptoms for children. Many traumatized children will suffer ongoing or long-term adverse social, emotional, and developmental outcomes that may affect them throughout their lifetimes without effective therapeutic intervention. All mental health services are available and accessible to all CAC clients without cost.

- A. The following cases should be referred to Children's Advocacy Center for North Texas for Mental Health services, when appropriate:
  1. Child victims of allegations of a sex crime, including sex trafficking, child pornography, and online child exploitation.
  2. Adult victims of allegations of a sex crime, including sex trafficking, child pornography, and online child exploitation, when the adult has developmental delays that impair communication.
  3. Suspect admits to sexual abuse of a child or an adult with developmental disabilities.
  4. Child victims of allegations of severe child physical abuse as determined by the investigative agencies.
  5. Children who have witnessed violent crimes as determined by the investigative agencies, sexual abuse, or severe physical abuse
  6. Child survivors from the household of a child fatality

Children's Advocacy Center for North Texas provides trauma-informed, evidence-based therapy, such as Trauma-Focused Cognitive Behavioral Therapy (TF-CBT), Eye Movement Desensitization and Reprocessing (EMDR), and Child and Family Traumatic Stress Intervention (CFTSI), for child and adolescent victims of abuse and non-offending family members. Specialized approaches such as Alternatives for Families-Cognitive Behavioral Therapy (AF-CBT) or Problematic Sexual Behavior-Cognitive Behavioral Therapy (PSB-CBT) respond to specific victim populations, improve skills, or reduce harm in the home.

Clinical services provided by Children's Advocacy Center for North Texas include crisis counseling, individual therapy, group therapy, play therapy, family therapy, consultation with the MDT, clinical assessments, referral to community agencies, court support services, and disaster responses in events involving children.

Children's Advocacy Center for North Texas uses trauma-specific assessments of traumatic events and abuse-related trauma symptoms to determine the need for treatment.

Non-offending caregivers/family members are often the key to a child's recovery and ongoing protection. Non-offending caregivers may benefit from counseling and support to address the emotional impact of the abuse allegations, reduce or eliminate the risk of future abuse, and address issues that the allegation may trigger. Non-offending caregivers are involved in the child's treatment throughout services will receive the support throughout the child's treatment.

Children's Advocacy Center for North Texas reserves the right to determine which clients will be treated in-house and which clients will be referred to other external resources. Mental Health services may be requested via Children's Advocacy Center for North Texas's client case-tracking system or by submitting a Therapy Referral form. The Therapy Referral form can be emailed by request. Outside referrals will be accepted in cases that have an active or previous law enforcement and/or child protective service agency report who meet the set requirements of Children's Advocacy Center for North Texas mental health services criteria.

B. CACNT mental health providers actively attend and participate in MDT case review and case management.

1. The Director of Clinical Services or designee will serve as clinical consultant to the MDT on issues relevant to child trauma and evidence-based treatment and assessment.
2. Children's Advocacy Center for North Texas mental health department will make a determination of appropriateness for services on a case-by-case basis according to need, availability of treatment staff, and space resources.
3. CACNT mental health providers will share information with MDT while protecting the clients' right to confidentiality and the mental health professional's legal and ethical requirements, including maintaining clear boundaries between the forensic interview and other investigative processes and mental health treatment.
4. Mental health professionals at the Advocacy Center can monitor and share with the MDT the child's and caregiver's engagement and completion of treatment.

C. Mental health services at Children's Advocacy Center for North Texas are protected health information. With authorized parental consent, team members can request that the following information be shared with the MDT members when it is in the best interest of the child: participation in therapy, treatment progress, and/or any information pertinent to the investigation. Advocacy Center therapists reserve the right to obtain consent from the client or legal guardian prior to sharing additional requested information. It is important to note mental health services are to treat the symptoms of trauma and not to gather further detail about the alleged offense. While important details of the offense may arise during counseling services, it is not the primary goal of the Advocacy Center's mental health treatment. A child and/or family should not be referred for counseling services for the sole purpose of gathering more information.

1. The following are possible situations that may limit confidentiality:
  - i. For purposes of supervision or consultation
  - ii. Concerns that a client is a danger to himself/herself or someone else
  - iii. The disclosure of abuse, neglect, or exploitation of a child, elderly, or disabled person
  - iv. The disclosure of sexual misconduct or unethical behavior of another mental health professional

- v. Ordered by the court to disclose information
  - vi. The client directs the release of information
  - vii. Otherwise required by law to disclose information
- D. For teaching, supervision, and consultation purposes, therapy sessions at the Children’s Advocacy Center for North Texas may be video/audio recorded. Therapists may view recorded sessions at Children’s Advocacy Center for North Texas or in the mental health providers formal graduate program required class. Once these recordings are viewed, they will be destroyed and are not maintained as part of the client’s record. Audio/Video recordings may be recorded for programming, training, and consultation purposes and shared via secure link to a Training and Technical Assistant site.
- E. Mental health services are provided by professionals with training in, and who deliver evidenced-supported, mental health treatment specific to child abuse and/or child trauma. All mental health providers, whether providing services on-site or through linkage agreements with outside individuals and agencies, must meet at least one of the following education/license and training requirements:
1. A student currently enrolled in an accredited graduate or doctoral program in a mental health related field
  2. A minimum of a master’s degree in a mental health field and a license to practice
    - i. If not licensed to practice independently, a requirement to attend supervision with a licensed mental health professional on a consistent basis and in accordance with the rules of the licensee's discipline.

## **IX. Record Retention and Children’s Advocacy Center for North Texas Response to Subpoenas**

- A. All Children’s Advocacy Center for North Texas records are strictly confidential, kept in a secure manner and will be shared only in accordance with the Texas Family Code 264.408. All Advocacy Center records may be accessed only by the service provider or appropriate custodian of record or designee.
1. All Children’s Advocacy Center for North Texas records (advocacy notes, intake, clinical notes, FI narrative) are password protected and kept in secure online web-based platforms. The data is stored in a secure, HIPAA compliant database.
  2. All Children’s Advocacy Center for North Texas records, regardless of format, are subject to the maintenance, retention, destruction, and release policies.
- B. Custodian of Records
1. In order to maintain the highest level of professional ethics and client confidentiality, Children’s Advocacy Center for North Texas designates the Director of Clinical Services, or designee, as the custodian of all records maintained in Apricot 360 and will respond to all subpoenas or requests for clinical, client services, or case coordination records. The Forensic Nursing Program Director, or designee, is the custodian of records for all on-site medical records. Children’s Advocacy Center for North Texas designates the Chief Financial Officer as the custodian of record for all staff human resource records.

### C. Record Maintenance

1. Children’s Advocacy Center for North Texas Electronic Client File: Children’s Advocacy Center for North Texas uses an online case-tracking system called Apricot 360. Apricot 360 is an electronic web-based database that tracks intake information, demographic information, service information and the protected health records of the client. This database includes records of case tracking, case disposition, case coordination, forensic interview narrative and services, victim advocacy services, medical services, and mental health records.
2. Initial client information is gathered through the client intake form, the DFPS report, or a police report. The client intake form gathers contact information, victim and family member names and dates of birth, disabilities, and identifying information for client and family members.
3. The client intake form is scanned and attached to the electronic client file. All subsequent Advocacy Center services will be recorded in the electronic file.
4. Any client record deemed “Case Sensitive” by the Children’s Advocacy Center for North Texas Director of Partner Relations or designee will be restricted to only CACNT staff involved in service provision.
5. All abuse and neglect reports provided by DFPS to CACNT are the property of DFPS and not the Advocacy Center. Because these intake reports are legally the property of DFPS and CACNT receives only a copy of the intake report that DFPS sends to the appropriate law enforcement agency, CACNT will follow its own organizational Records Retention Policy as it relates to client and case file information when determining how and when intake reports will be retained or destroyed. CACNT multidisciplinary partner agencies, including but not limited to DFPS, law enforcement, and prosecution agencies, shall have access to the Advocacy Center’s Records Retention Policy to ensure they are informed of CACNT’s practice as it relates to the retention and destruction of intake reports.
6. Partner agency reports will not be maintained as part of the electronic client file.
7. Therapy Records: The therapy intake form, informed consent, release of information, and assessment tools will be maintained in the electronic client file. When appropriate, outside mental health discharge documents, copies of custody or guardianship documents will be attached to the electronic client file.
8. Family Advocacy Records: The Family Advocacy referral form, intake form, and needs assessment are all attached to the electronic client file.
9. Forensic Interview Records: The forensic interview service will be documented in the electronic client file; a narrative of the interview will be completed as part of this service. Documents created or utilized during the interview will be given to the investigating agency; copies of any documents created or utilized during the forensic interview will not be attached in the electronic client file. The originals of anatomical drawings or other evidentiary documents created or utilized during the interview will be maintained by law enforcement/investigating agency. If transcriptions of the interview are completed, they will be attached in the file.
  - i. Forensic interview video records are kept electronically on VidaNyx, a secure, HIPAA compliant, cloud-based server that is password protected.
  - ii. In accordance with the Texas Family Code, a recorded interview of a child made at Children’s Advocacy Center for North Texas is the property of the prosecuting attorney involved in the criminal prosecution of the case involving the child. If no criminal

prosecution occurs, the interview recording is the property of the attorney involved in representing the Department in a civil action alleging child abuse or neglect. If the matter involving the child is not prosecuted, the recording is the property of the Department if the matter is an investigation by the Department of abuse or neglect. If the Department is not investigating or has not investigated the matter, the recording is the property of the agency that referred the matter to the Center.

- iii. Following the interview, copies of the interview recording will be provided to the referring party(ies). Children's Advocacy Center for North Texas will retain the original forensic interview recording as the designated custodian of records for the Denton County District Attorney's Office. Any requests for forensic interview recordings pertaining to a pending civil or criminal case will be directed to the District Attorney's Office. Requests for forensic interview recordings pertaining to cases not involving civil or criminal prosecution will be referred to the Texas Department of Family and Protective Services. All other requests will be referred to the appropriate law enforcement agency.

#### 10. Medical Records:

- i. Medical evaluation records are maintained in a separate unique medical database platform called FeMR. This web-based platform is HIPAA compliant and password protected. Records documented in FeMR may include informed consent, medical and abuse history, photo documentation, lab orders/results, medications given, body diagrams, and discharge instructions.
- ii. Record of whether a medical evaluation has been completed, including FACN consultations, will be recorded in the client database, Apricot 360, to ensure services referred have been completed and for tracking purposes. Communication with family members by any medical staff may also be documented in Apricot 360.

#### D. Children's Advocacy Center for North Texas staff have varying levels of access to the Center database files:

1. Staff and Supervisors: May enter information in the database and edit service notes. Only Mental Health Providers and Site Administrators have access to view mental health session notes.
2. Site Administrator: Access to read, create, and edit all areas of the client database.

#### E. Record Retention:

1. Client and Clinical electronic records will be maintained indefinitely in Children's Advocacy Center For North Texas's database.
2. Medical records for completed on-site medical evaluations will be custody of, and maintained by, the Forensic Nursing Program Director (or designee). Medical records will be maintained in an electronic medical record indefinitely. Any physical records will be housed at the location where the exam was conducted.
3. Forensic Interview records will be archived indefinitely at the Children's Advocacy Center for North Texas, via VidaNyx.

#### F. Record Destruction:

1. When disposing of Children's Advocacy Center for North Texas documents containing client information, these documents will be shredded and/or destroyed to maintain client confidentiality.

2. Records will only be disposed of or redacted by court order.

G. Record/Information Release:

1. Parents requesting records pertaining to their child must submit a request in writing to the Custodian of Records. However, in accordance with The Health and Safety Code 611.0045, the Custodian of Records will determine if the records may be released, based on the physical, mental, or emotional health of the child. The steps outlined in THSC 611.0045 will be followed.
2. Under limited circumstances, parents may request to view a copy of the forensic interview. This request must be approved by the District Attorney's Office. The viewing must be monitored by law enforcement or DFPS. Copies of the forensic interview will not be released directly to a parent. Audio or video recording is strictly prohibited during the viewing of a forensic interview.
3. Members of the MDT that are involved in the case, including DFPS, investigating law enforcement agency, and the District Attorney's Office may request records, except for therapy records, without a subpoena. Therapy session records require a court order; however general information regarding the client's progress in therapy may be shared with the multi-disciplinary team without a court order.
4. Other than the above-mentioned, records will be released by subpoena or court order only. All records may be released only by the appropriate custodian of record or designee.

H. Subpoenas for Criminal Proceedings:

1. Subpoena Duces Tecum: Ordering the appearance of an individual and/or presentation of documents.
  - i. Records will be released by subpoena or court order only. The designated custodian of record will respond to all subpoenas. If records are requested by anyone other than the District Attorney's Office, the Center's legal representative, prosecutor, or private counsel, will be contacted prior to release of record.
  - ii. Children's Advocacy Center for North Texas follows the Texas Family Code 264.408(d, d-1, e): A video recording of an interview of a child that is made by a center is the property of the prosecuting attorney involved in the criminal prosecution of the case involving the child. If no criminal prosecution occurs, the video recording is the property of the attorney involved in representing the department in a civil action alleging child abuse or neglect. If the matter involving the child is not prosecuted, the video recording is the property of the department if the matter is an investigation by the Department of abuse or neglect. If the Department is not investigating or has not investigated the matter, the video recording is the property of the agency that referred the matter to the center.
  - iii. A video recording of an interview described by Subsection (d) is subject to production under Article 39.14, Code of Criminal Procedure, and Rule 615, Texas Rules of Evidence. A court may deny any request by a defendant to copy, photograph, duplicate, or otherwise reproduce a video recording of an interview described by Subsection (d), provided that the prosecuting attorney makes the video recording reasonably available to the defendant in the same manner as property or material may be made available to defendants, attorneys, and expert witnesses under Article 39.15(d), Code of Criminal Procedure. In the event the Court permits providing a copy of said video to the Defense, a protective order concerning said video recording shall be included.

- iv. The Department shall be allowed access to the video recordings of forensic interviews of the child.
  - 2. Standard Subpoena: Ordering the appearance of an individual.
    - i. Contact will be made to/by the subpoenaed party to discuss testimony and fee schedule.
- I. Subpoena for Civil Proceedings:
  - 1. Standard Subpoena: Records will be released by subpoena or court order only. The designated custodian of record will respond to all subpoenas. The Center's legal representative will be contacted before release of record. Criminal proceedings may take precedent over civil proceedings therefore, in addition to the Center's legal representative, the criminal prosecutor will be notified before release of record.
  - 2. Subpoena Duces Tecum: Contact will be made to/by the subpoenaed party to discuss testimony and fee schedule.
  - 3. Multidisciplinary Partners may serve Subpoenas requesting records or appearance of CACNT staff via encrypted email.
- J. Fees for Release of Records or Testimony:
  - 1. Fees are waived when requested by the following District Attorney's Office: Collin, Dallas, Denton, Grayson, Jack, Parker, Rockwall, Wise & Tarrant (DFW area).

## **X. Diversity, Equity and Access**

- A. Children's Advocacy Center for North Texas provides culturally responsive services for all CACNT clients throughout a case.
  - 1. CACNT services are accessible and tailored to meet the various individualized and unique needs of children and families regarding culture, development and special needs throughout the investigation, intervention, and case management process.
  - 2. Provisions are made for non-English speaking and deaf clients throughout the investigation and all core services through, but not limited to, Translation and Interpretation Network, and/or American Sign Language Interpreter.
    - i. Any interpreter who is not a staff/MDT member will sign the *Confidentiality and Guidelines for Interpreters Form*, which includes their current contact information. The form will be uploaded into the case-tracking system, and a copy will be provided to the Assigned Team.

## **XI. Client Safety and Protection**

Children's Advocacy Center for North Texas staff and MDT partners will ensure that alleged offenders are separate from alleged victims. Agency partners shall notify Advocacy Center staff that alleged offenders will be on site to ensure appropriate supervision and security measures are in place. Any individual who would compromise the safety and security of persons is not allowed in the facility. Should any person's behavior escalate to indicate they might compromise the safety and security of themselves or others, Center staff and/or MDT members will work to remove them safely from the facility and/or local law enforcement will be notified. Psychological safety of children is important and Advocacy Center staff/interns

and MDT members will ensure every effort is made to protect children from exposure to events that may create trauma triggers within the facility.

Children with Problematic Sexual Behavior (PSB) will be supervised by Children’s Advocacy Center for North Texas staff/interns while in the building. Advocacy Center staff and the MDT agree that the development, maintenance, and support of a neutral, child friendly environment that emphasizes the best interest of children and that provides investigative and rehabilitative services to the child and non-offending caregivers/family members is of utmost importance. All Children’s Advocacy Center for North Texas staff therapists and Clinical interns will schedule and identify all appointments serving youth with PSB on the internal calendar as “Client Name - PSB” so that staff, interns, and volunteers may plan and coordinate supervision. Staff Therapists/Clinical Interns will notify front desk Family Engagement Specialist of all scheduled appointments for youth with PSB. If the Family Engagement Specialist is not available, Staff Therapist/Clinical Intern will notify lead therapist for that evening. The lead therapist will be responsible for coordinating supervision for the appointment.

Family Engagement Specialists will provide direct supervision and external control of the PSB clients while PSB clients are waiting for their scheduled appointment with Staff Therapist/Clinical Intern. Any child alleged to have engaged in an inappropriate sexual behavior will not be left alone without proper supervision in the lobby area.

**A. Supervision of School-Aged Children**

1. The Staff Therapists/Clinical Interns will directly supervise all PSB clients during group therapy sessions.
2. One or more Staff Therapists/Clinical Interns will be in the hallways as PSB clients are entering the therapy area and will direct them to the appropriate group therapy room.
3. All PSB clients will be escorted to the bathroom one at a time by Staff Therapist/Clinical Intern. The Staff Therapist/Clinical Intern will ensure that no other child is in the bathroom prior to the PSB client entering the bathroom. The Staff Therapist/Clinical Intern will wait in the hallway by the bathroom door to ensure that no other children enter the bathroom.
4. All PSB clients needing childcare services will be reported to Family Engagement Specialist privately and/or through an Activity Center Request Form. Family Engagement Specialist will arrange, if possible, for PSB client to receive childcare separate from other children. Staff Therapist/Clinical Intern will identify appropriate therapy room for childcare to be provided to PSB client.

**XII. Review, Revisions and Re-Execution of Working Protocols**

- A. This Children’s Advocacy Center for North Texas Protocol Agreement shall be modified as determined by Children’s Advocacy Center for North Texas’s Chief Executive Officer upon the review and recommendation of Children’s Advocacy Center for North Texas’s MDT Leadership Team comprised of multidisciplinary team members. Children’s Advocacy Center for North Texas’s MDT Leadership Team may review and change the protocols due to:
1. conforming to existing or new statutes, rules, regulations, or departmental policies which may conflict with any provisions of the working protocols
  2. better meeting the needs of families and children in the provision of child abuse related services

3. improving the procedures set forth in this working protocol
  4. adding or deleting agencies as parties to the working protocol agreements
  5. on a change of a signatory of a participating agency
  6. on a significant change to the memorandum of understanding (MOU)
  7. other purposes as the parties may agree.
- B. Children’s Advocacy Center for North Texas’s MDT Leadership Team will review, revise, modify, and re-execute the working protocols at a minimum every three years or upon significant changes to the document.
- C. Any party seeking to terminate the Agreement must give thirty (30) days written notice, submitted to all parties (signatories). Signatories of this Agreement will include the following agencies:
1. Texas Department of Family and Protective Services
  2. Denton County District Attorney’s Office
  3. Law enforcement agencies in Denton County
  4. Cook Children’s Hospital CARE Team
  5. Texas Health Resources SANE Team
  6. Children’s Health
  7. Denton County Juvenile Probation
  8. Children’s Advocacy Center for North Texas
  9. any other agency/organization that will house personnel at the Center or plans to follow the procedures set by this Agreement.

**This agreement shall become effective upon signature of the parties listed below:**

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**Name:** Chadd Springer  
**Title:** Chief of Police  
**Agency:** Lake Dallas ISD Police Department

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**Date**

---

**Kristen Howell**  
**Chief Executive Officer**  
**Children's Advocacy Center for North Texas**

---

**Date**



**CHILDREN'S ADVOCACY CENTER FOR NORTH TEXAS  
MEMORANDUM OF UNDERSTANDING**

We, the undersigned agencies, by and through our supervisory heads and through our designated representatives, do hereby agree to support the concept of and the philosophy of the **Children's Advocacy Center for North Texas** and to active involvement in implementation of its coordinated multidisciplinary response to child abuse investigation, intervention, and prosecution.

We recognize that this collaborative approach, core to the children's advocacy center model, has a well-documented record of improving outcomes for (1) child abuse cases in both the criminal and child protection systems; and (2) the lives of children and families impacted by abuse. Therefore, the undersigned agencies hereby agree to work collaboratively:

- To minimize the re-victimization of children and protective family members as they go through the investigation, assessment, intervention, and prosecution process; and
- To maintain a cooperative team approach to facilitate successful outcomes in both the criminal and child protection systems through shared fact finding and strong, collaborative case development.

It is expressly understood that each agency will work within its own, unique department mandates and policies. Nothing contained in the investigative protocol supersedes the statutes, rules and regulations, or policies of each individual agency.

The MOU must be reviewed, revised as needed, and re-executed, at a minimum every three years, upon significant changes to the document, or upon a change of authorized partner agency signatories.

All State and Federal confidentiality laws will be followed in connection with this agreement.

This agreement can be terminated by any party without cause by giving written notice to the other parties.

We, the undersigned, have reviewed and hereby accept and endorse the **Children's Advocacy Center for North Texas** MOU.

---

**Name:** Chadd Springer  
**Title:** Chief of Police  
**Agency:** Lake Dallas ISD Police Department

---

**Date**

---

**Kristen Howell, Chief Executive Officer**  
**Children's Advocacy Center for North Texas**

---

**Date**



STUDENT SUCCESS



PARENT & FAMILY/  
COMMUNITY SUPPORT



FACULTY & STAFF  
ENGAGEMENT



EFFICIENT OPERATIONS



# 2025 - 2026 Academic Calendar Selection Process

**Presenter:** Dr. Kelly O'Sullivan, Deputy Superintendent

**Event:** LDISD Board of Trustees Meeting

**Date:** January 13th, 2025



# Calendar Design Process

1. Three Calendar Design Teams composed of Teachers, Para-professionals, Coaches, Sponsors, Parents, Administrative Assistants, Support Staff, Community Members, Local Business Owners, Administrators, etc.
2. Review the checklist/rubric
  - a. State requirements
  - b. LDISD requirements
  - c. Required instructional minutes
3. Build a 25-26 Calendar that meets all the requirements



STUDENT SUCCESS



PARENT & FAMILY/  
COMMUNITY SUPPORT



FACULTY & STAFF  
ENGAGEMENT



EFFICIENT OPERATIONS



# Calendar Selection Process



STUDENT SUCCESS



PARENT & FAMILY/  
COMMUNITY SUPPORT



FACULTY & STAFF  
ENGAGEMENT



EFFICIENT OPERATIONS



<b>November &amp; December</b>	<b>Calendar Design Committee created three options for the 25-26 School year</b>
<b>December</b>	<b>Three options were brought to the DEIC for final review of checklist</b>
<b>January</b>	<b>Three options voted on by all stakeholders</b>
<b>January</b>	<b>Highest rated Calendar option is brought to the Board of Trustees for consideration/approval</b>

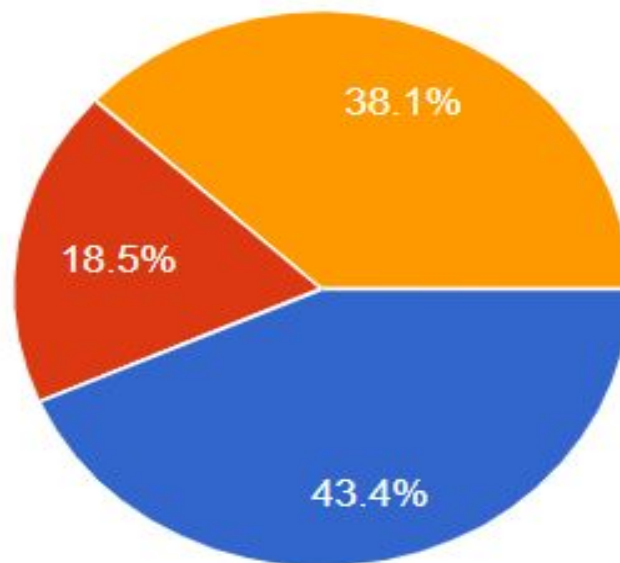


# Results from Calendar Option Voting

**Option A** with 43.4% of the total votes

2025-2026 Calendar Option

821 responses



- **Option A**
- **Option B**
- **Option C**



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COMMUNITY SUPPORT



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EFFICIENT OPERATIONS







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EFFICIENT OPERATIONS

Any Questions?





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COMMUNITY SUPPORT



FACULTY & STAFF  
ENGAGEMENT



EFFICIENT OPERATIONS

# LAKE DALLAS

Independent School District





Jan 13- Feb 17, 2025



# UPCOMING EVENTS

*Lake Dallas Independent School District*

EVENT	DATE	TIME	LOCATION
<b>January</b>			
LDE Watch DOGS Kick Off	14	6:00 PM	Lake Dallas Elementary
LDHS Varsity Girls Basketball vs Aubrey	14	6:15 PM	LDHS Gym
LDHS Varsity Girls Soccer vs Denton Ryan	14	7:15 PM	Falcon Stadium
LDHS Varsity Boys Basketball vs Aubrey	14	7:30 PM	
LDE PTA Chick-fil-A Spirit Day	15		Chick-fil-A Hickory Creek
LDHS Football Banquet	15	5:00 PM	LDHS
Teacher and Employee of the Month Breakfast	17	8:00 AM	Central Office
LDHS Varsity Girls Basketball vs Panther Creek *Middle School Night*	17	6:15 PM	LDHS Gym
LDHS Varsity Boys Basketball vs Panther Creek	17	7:30 PM	LDHS Gym
TMEA Region 2 All-Region Honor Band Rehearsal and Concert	18	8:00-4:30	LDHS Auditorium
School Holiday	20		
Falcon Insider	21	9:00 AM	Corinth Elementary
LDHS Varsity Girls Soccer vs Community	21	7:15 PM	Falcon Stadium
LDE 2nd Grade Program and Open House	23	6:30 PM	Lake Dallas Elementary
Meet the Chief (of LDISD Police)	23	5:30 PM	Central Office
Employee Appreciation Deliveries	24	8:00 AM	
LDHS Varsity Boys Soccer vs Ryan	24	7:15 PM	Falcon Stadium
LDMS Choir TWU national anthem and basketball game varsity only)	25	2:00 PM	
LDE Family Math Night	28	6:00 PM	Lake Dallas Elementary
LDHS Varsity Girls Basketball vs Sanger *Elementary Night, Ministeppers Performance*	28	6:15 PM	LDHS Gym
LDHS Varsity Boys Basketball vs Sanger	28	7:30 PM	LDHS Gym

Fire Academy Completion Dinner	30	6:00 PM	LDHS
CE Talent Show and Fine Arts Night	30	6:00 PM	Corinth Elementary
LDE Leadership Assembly	31	7:40 AM	Lake Dallas Elementary
CE Leadership Assembly (Grades 3-5)	31	8:15 AM	Corinth Elementary
CE Leadership Assembly (Grades PK-2)	31	2:15 PM	Corinth Elementary

<b>February</b>			
Board of Trustees Workshop	3	5:30 PM	Central Office
SSE PTA Chick-fil-A Spirit Day	4		Chick-fil-A Corinth
Summit K12 Parent Night	4	5:00 PM	Lake Dallas Elementary
LDHS Varsity Baseball vs Frisco Memorial	4	5:00 PM	Falcon Field
LDHS Varsity Girls Soccer vs Springtown	4	5:30 PM	Falon Stadium
LDHS Varsity Girls Basketball vs Van Alstyne *Teacher Appreciation Night, Highsteppers Performance*	4	6:15 PM	LDHS Gym
LDHS Varsity Boys Soccer vs Springtown	4	7:15 PM	Falcon Stadium
LDHS Varsity Boys Basketball vs Van Alstyne	4	7:30 PM	LDHS Gym
Teacher and Employee of the Month Breakfast	7	8:00 AM	Central Office
LDHS Varsity Baseball vs Frisco Lebanon Trail	10	5:00 PM	Falcon Field
Falcon Insider	11	9:00 AM	LDMS
Employee Appreciation Deliveries	14	8:00	
LDISD Board of Trustees Meeting	17	5:30 PM	Central Office