



JUVENILE SERVICES EDUCATION BOARD

BY-LAWS

April 2, 2025

BY-LAWS of the JUVENILE SERVICES EDUCATION BOARD

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ARTICLE 1 – ADOPTION OF BYLAWS GENERALLY

Section 1.1 – Definitions

- A. “Absence” means a duly appointed member is not present at or able to take part in a meeting.
- B. “Board” means the Juvenile Services Education Board
- C. “Board term” means the four-year term beginning the first Monday in July
- D. “Board DJS Staff Designee” means a DJS employee that is designated by the Secretary to staff the Board as required in Md. Code Ann., Human Services Art. Sec. 9-503(i)
- E. “DJS” means the Department of Juvenile Services
- F. “JSEP” means the Juvenile Services Education Program
- G. “Member” includes a member of the Board holding that position because he or she occupies a position listed in Md. Code Ann., Human Services Art. Sec. 9-503(a)(1), (2), (3), or (5), an appointed member, or elected teacher representative of the Board. “Member” includes a member’s designee only if permitted by law and under the terms set forth in these bylaws.
- H. “Quorum” - majority of the board members then serving needed to conduct the business of the Board.
- I. “Super Majority” means a fixed proportion greater than majority, for purposes of certain measures to pass, it is $\frac{2}{3}$ of the members then serving.
- J. “Vacancy” means the position of a duly appointed member who was removed, died, or resigned from the Board.

Section 1.2 – Purpose

These bylaws, adopted by the members of the Juvenile Services Education Board, provide the rules of governance for the Board during the conduct of all duties assigned under State laws, regulations, guidelines, policies, and agreements. Further, these bylaws set a standard of personal conduct for members of the Board requiring them to conduct themselves in accordance with high ethical standards to assure the public that members act independently of pressures and conflicting interests and make decisions that are not influenced by outside pressures or personal interests.

Section 1.3 – Adoption and Amendment of Bylaws

- A. Initial Bylaws Approval. Bylaws shall be reviewed and approved by a super majority vote of the Board.
- B. Effective. These bylaws are effective and binding on all members.
- C. New Member. When a new member joins the Board, the new member shall be provided with a copy of these bylaws.
- D. Amendments. To amend the bylaws:
 - 1. Each proposed amendment must be presented to the Board at a regularly scheduled meeting of the Board for review, discussion, and revision.
 - 2. At the next regularly scheduled meeting of the Board, a motion to adopt the amendment, including any revisions made when the proposed amendment was initially presented, must be approved by the affirmative vote of a super majority of the Board.
- E. Effective date. Any amendment to the bylaws shall take effect on the date at which the Board approves the amended bylaws.

ARTICLE 2 – ORGANIZATION OF THE BOARD

Section 2.1 – Members

In accordance with Human Services Article § 9-503, the Board shall consist of the following eleven members:

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A. The Board consists of the following members:

- (1) the Secretary of Juvenile Services;
- (2) the Secretary of Higher Education;
- (3) the State Superintendent of schools;
- (4) a representative of the Public School Superintendents' Association of Maryland, appointed by the Governor with the advice and consent of the Senate;
- (5) the Attorney General of the State, or the Attorney General's designee;
- (6) one educator employed by the State who is engaged in the education of juveniles residing in a residential facility; and
- (7) five members appointed by the Governor with the advice and consent of the Senate.

B. The Board Chair will recognize a Board member's designee when a designee is permitted by statute and only if the Board member requesting that a designee appear and participate on his or her behalf submits a written authorization to the Board Chair that identifies the designee.

C. The term of the Educator Member is for a period of 4 years; at the end of a term, the educator member continues to serve until a successor is elected and qualifies.

D. To the extent practicable, the appointed members of the Board shall reflect the diversity of the population of juveniles in the State. The appointed members of the Board shall possess a high level of knowledge and expertise in at least one of the following areas: (I) teaching or educational administration; (II) prior service on the State Board of Education or a county board of education; (III) social work; (IV) services for individuals with disabilities; (V) working with institutionalized youth; (VI) mental or behavioral health services; (VII) civil rights law or advocacy; (VIII) digital learning or online administration; or (IX) higher education administration.

E. The term of an appointed member is 4 years unless the term of service is otherwise limited by law.

(1) At the end of a term, an appointed member continues to serve until a successor is appointed and qualifies.

(2) An appointed member who is appointed after a term begins serves only for the remainder of the term and until a successor is appointed and qualifies.

(3) To the extent practicable, the Governor shall fill any vacancy for an appointed member¹ on the Board within 60 days of the vacancy.

F. The Governor may remove an appointed member only for cause. All members must attend at least 50% of meetings to remain in good standing. Boards report attendance annually to the Appointments Office and the Appointments Office may remove appointed members for failing to meet the attendance requirement.

¹ <https://govappointments.maryland.gov/>

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- G. Resignation and Vacancies
1. An appointed member who chooses to resign shall:
 - a. Write a letter to the Governor informing the Governor of the member's decision to resign;
 - b. Send an email advising of the same to: gov.appointments@maryland.gov; and
 - c. Inform the Board Chair, and the Board's DJS Staff Designee of the resignation in writing.
 2. An elected member who chooses to resign shall inform the Board Chair and the Board's DJS Staff Designee in writing.
 3. Filling Vacancy. If an appointed member dies, resigns, is removed, or becomes ineligible, the Governor shall appoint an eligible person.

Section 2.2 – Officers

- A. Election of Officers. The Board shall elect, by the affirmative vote of a majority of the voting members then serving, a member to serve as Chair, and a member to serve as Vice-Chair.
- B. The term of office shall be for 2 years, unless an officer dies, resigns, is removed, or becomes ineligible
- C. Eligibility
1. The Board Chair and Vice Chair shall be elected from among the members of the Board, unless otherwise specified in this section.
 2. Designee Eligibility: A designee representing a Board member may serve as Board chair or Vice Chair if:
 - a. The designee has been officially confirmed in writing by the Board member they represent and the designation is permitted by statute; and
 - b. The designee meets all other qualifications required for Board membership
- D. Timing of Election. The election of officers shall occur at the following times:
1. At the July Board meeting in odd numbered years; or
 2. Within the first 30 days after the date on which an officer dies, resigns, is removed, or becomes ineligible, or at the next regularly scheduled Board meeting, whichever is convenient.
- E. Duties – Chair. The duties of the Chair include:
1. Presiding at meetings and setting agendas with the assistance of the Superintendent and the Board's DJS Staff designee;
 2. Along with the Superintendent, serving as the Board's spokesperson for media inquiries or delegating the responsibility to serve as the contact for media inquiries. DJS provides communication services including assistance with responses to media inquiries and Public Information Act requests under the DJS "Interactions with Public, Media, and External Entities" policy;
 3. Acting as the Board's primary point of contact for government officials;
 4. Completing the Open Meetings Act Training within 90 days of election;
 5. Familiarizing themselves with "Robert's Rules of Order"; and
 6. Ensuring compliance with the Open Meetings Act.
- F. Duties – Vice Chair. The Vice Chair shall perform the duties of the Chair in the Chair's absence.
- G. The Vice Chair performs the duties of the Chair should the Chair be unable to carry out the assigned duties until a new Chair can be elected or the Chair is able to resume full duties.
- H. The Board DJS Staff Designee serves as the Board Staff and is responsible for assisting the Chair in conducting the business of the Board, examples include preparing agendas, minutes, documents, and assisting in communication within the DJS.

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Section 2.3 - Member Orientation & Ethics

A. When a new member joins the Board, the Chair, or individual the Chair designates, provides an orientation to the new members on the Board's overall operation and processes and the DJS's budgetary process, and may collaborate with the Office of the Attorney General and DJS, to provide the orientation. The orientation will describe the Board's functions and the working relationships with the Superintendent and the JSEP School staff. The enacting legislation (SB0497, Chapter 0147) of the 2021 General Assembly https://mgaleg.maryland.gov/2021RS/chapters/noln/Ch_147_sb0497E.pdf and the Memorandum of Agreement between the Board and DJS outlines the roles and responsibilities of DJS, Board members and the Superintendent.

B. The State Ethics Commission requires new board members to file annual financial disclosure statements.

C. Members of the Board are expected to abide by the following standards in their relationship with each other when conducting business

1. Make decisions that serve the students of JSEP.
2. Refrain from using the schools or any part of the JSEP program for their own advantage or for the advantage of relatives, friends or other outside interests.
3. Abide by and support the decisions made by the Board.
4. Refuse to, as an individual, assume or imply having authority on behalf of the Board unless authorized by the Board to act on its behalf, recognizing that the Board takes action by the affirmative vote of a majority of the voting members then serving.
5. Recognize that it is the responsibility of the Superintendent, as executive officer of the Board, to run the schools and of the Board to oversee that schools are run in accordance with Board standards and federal and state laws.

Section 2.4 - Committees

A. The Board may from time to time establish and define the duties of standing and temporary committees of the Board.

B. The Chair can establish ad-hoc committees and appoint the members of each standing and temporary committee to conduct the business of the Board as he/she sees fit.

C. Any member of the Board may by motion, request the creation of a committee, to include either a standing or a special ad-hoc committee, by the affirmative vote of a majority of the voting members then serving in such instances as: Superintendent Recruitment/Hiring, Nominating Committee, or others.

D. Committees will report at each regularly scheduled Board meeting:

- A. Date(s) of meeting(s)
- B. Summary of recent activities
- C. Findings, discussions, and/or recommendations

ARTICLE 3 - MEETINGS

Section 3.1 - Time and Location

A. Regular Board Meetings. Unless circumstances dictate otherwise, the Board shall meet every month at 9 a.m. on the first Wednesday of the month.

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- B. Location. Unless circumstances dictate otherwise, Board meetings will be held virtually and streamed live via the DJS YouTube® channel.
- C. Notice. Except as provided in § E below, public notice of regular Board meetings shall be given at least 24 hours in advance prior to the meeting.
- D. Board meeting dates and times shall be provided via the DJS Website - Education Section
- E. Special Meetings. The Chair, DJS Secretary, or the Board by affirmative vote of a majority of the voting members then serving, may call a Board meeting at a time other than a regularly scheduled meeting. The Board shall not take any action at a special meeting unless three (3) business days prior notice has been given to all members, the Board DJS Staff designee, and the public.

Section 3.2 – Rules of Order

- A. Robert's Rules of Order is the governing document for parliamentary procedures in conducting the business of the Board
- B. Quorum
 1. There shall be a quorum to hold a meeting.
 2. A quorum of the Board shall consist of a majority of the voting members then serving.
 3. Action by the Board requires attendance of a majority of the voting members then serving, and the affirmative vote of a majority of the voting members then serving.
- C. Participation in Meetings
 1. Any member may make and second motions.
 2. Any member may vote on motions.
 3. Public participation at a meeting shall generally be pre-scheduled.
 4. If the meeting is an in-person meeting, a member wishing to attend a meeting via phone or video conferencing shall make this request to the Chair.

D. Communications among Board Members

The Board shall carry out their activities in the spirit of open governance, including the provisions of the Maryland Open Meetings Act (OMA) which include, but are not limited to:

1. The Board shall properly notice and post an agenda for Board meetings;
2. To the extent practicable, the Chair or Board DJS Staff Designee shall describe the rationale for any closed session in the agenda for the Board meeting;
3. Board members shall not participate in a series of communications one at a time or in a group that when considered as a whole gives the appearance that a quorum of the Board has met either directly or through intermediaries or electronic means, for the purpose of decision-making or developing a concurrence as to action to be taken, unless the action is purely administrative, such as setting a meeting date;
4. The Board shall not take any action in an open session, whether preliminary or final, by secret ballot;
5. The Chair shall allow appropriate public comment on agenda items under consideration by the Board; and
6. The Chair and Board DJS Staff Designee shall ensure Board meeting agenda materials are properly made available to members of the public, upon request, without delay.
7. A member shall promptly communicate all information that is relevant to the business of the Board to the Board Chair, the appropriate Committee Chair and/or the Board DJS Staff Designee, if the member believes that such communication would be of value to JSEP or the Board.
8. During meetings of the Board and its Committees, members shall communicate in an open, frank, and constructive manner.

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E. Open Meetings Act Compliance

1. The Board shall follow the requirements of the Open Meetings Act as specified under Title 3 of the General Provisions Article.²
 - a. Other than as outlined in Section 3.1 of these bylaws, a quorum of members shall not meet in person, by phone, or other means (including email) for discussions or to perform any function other than an administrative function.
2. At least one member (preferably two members) shall be trained in the Open Meetings Act³.
 - a. A member trained on the Open Meetings Act shall make available their certificate of completion when requested.
3. In the absence of the trained member, the Board may not meet in closed session until the presiding officer has completed the Compliance Checklist and closed meeting statement available at <https://www.marylandattorneygeneral.gov/Pages/OpenGov/OpenMeetings/default.aspx>.
4. A quorum of members may not consider public business without giving reasonable advance notice to the public of an open meeting as set forth in Section 3.1 of these bylaws.

Section 3.3 – Meeting Agenda and Minutes

A. Agenda. Each regular Board meeting shall include, at a minimum, the following agenda items:

1. Declaration of Quorum Present via Roll Call
2. Approval of Prior Meeting Minutes
3. Public Comment
4. Superintendent's Report
5. Unfinished Business
6. New Business
7. Sub-Committee Report(s)
8. Confirmation of Next Meeting
9. Adjournment

B. Board meeting agendas and Board meeting minutes are available to the public on the DJS Website - Education Section.

C. Additional Topics.

1. Members may request that the Board Chair add items to the agenda.
2. The Chair, at his or her discretion, may add topics after the agenda is posted and before the meeting takes place.
3. If a new agenda topic is identified at least one day before the Board meeting, the agenda should be updated to reflect the new topic and re-posted.

D. Duties of the Board DJS Staff Designee:

1. Before each Board meeting and at least 24 hours before the meeting, make the agenda available to the public;
2. At each Board meeting, if necessary provide a verbal summary of activities since the last meeting;
3. Except as provided in § E(2) below, prepare minutes for both open and closed Board meetings; and
4. Transmit through the DJS Office of Communications for posting Board meeting agendas, open session minutes, and other public Board documents via the DJS WebSite - Education section.

² For information and guidance on the Open Meetings Act, see the Compliance Checklist and other resources on the open meetings page of the Attorney General's website. See <https://www.marylandattorneygeneral.gov/Pages/OpenGov/Openmeetings/default.aspx>.

³ This training is available at https://www.igsr.umd.edu/VLC/OMA/class_oma_title.php.

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E. Minutes.

1. Board meeting minutes shall be prepared in accordance with Robert's Rules and the Maryland Open Meetings Act.
2. If the Board DJS Staff Designee does not attend a closed Board meeting, a member shall prepare the minutes and a summary (to be included in the open meeting minutes) of the closed meeting.
3. Full minutes of open Board meetings and summaries of closed Board meetings shall be sent to Members via e-mail and presented for approval at the next Board meeting.
4. Full minutes of closed Board meetings shall be sent to members via e-mail and approved at the next Board meeting as long as approval at an open Board meeting does not jeopardize the need to preserve the discussion of the closed Board meeting.
5. After approval, minutes of a closed Board meeting shall be stored in a sealed envelope in a secure location accessible only to the Chair, the Office of the Attorney General, and the Open Meetings Compliance Board, if warranted.

F. Public Comment - The members of the Board desire to hear the views and have the advice of interested stakeholders. The Chair follows these guidelines in recognizing individuals interested in expressing their views to the Board:

1. Only items on the Board Meeting Agenda or items of educational interest may be spoken about through public comment.
2. Speakers may not air employee grievances, make complaints on behalf of individual students, or discuss any matters disclosing confidential information about a student or employee, or that have or might come before the board as an appeal.
3. Groups must designate one person to speak on their behalf.
4. Speakers may not yield their time to another individual.
5. Each speaker shall be limited to three minutes.
6. The Board Chair may rule public comments as "out of order" if speakers use their time to personally attack or disparage an employee or board member; and if comments stray from the agenda item or topic about which the person signed up to speak. Comments made after the speaker is ruled out of order are not included as part of the formal record of the meeting.
7. A person attending the meeting may not engage in any conduct that disrupts the meeting or that interferes with the right of members of the public to attend and observe the meeting.
8. Members of the public are invited to contact the Board's DJS Staff Designee at least two days prior to the scheduled meeting to sign up to speak.
9. E-mail submissions are permitted as follows: an e-mail message attaching a statement no longer than 400 words may be read aloud by a board or staff member.

ARTICLE 4 - RULES OF CONDUCT

Section 4.1 - Attendance

- A. **Minimum Attendance.** As provided under § 8-501 of the State Government Article, an appointed member who fails to attend at least 50% of the meetings during any consecutive 12-month period shall be considered to have resigned.
- B. **Attendance Report.**
 1. Upon annual request by the Superintendent or Board DJS Staff Designee, the Chair shall timely submit an attendance report to the Governor's Appointments Office:

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2. If warranted, the Chair shall submit to the Governor, the name of a member considered to have resigned; and
3. A statement describing the member's history of attendance during the preceding 12-month period.

Section 4.2 – Ethics

- A. Compliance. Each member shall comply with the State's ethics laws, including:
 1. Timely, electronic filing of the Financial Disclosure Statement⁴ required under Title 5, Subtitle 6 of the General Provisions Article; and
 2. Adhering to the prohibition against the solicitation or acceptance of gifts or honoraria as required under § 5-505 of the General Provisions Article.
- B. Conflict of Interest.
 1. A member shall disclose potential conflicts of interest and recuse themselves from discussions or votes where such conflict exists:
 - a. Has a relative with an interest in the matter and the member knows of the interest;
 - b. Is part of a business entity which has an interest in the matter;
 - c. Is negotiating employment or has arranged prospective employment with a business entity which has an interest in the matter;
 - d. Has a direct financial interest in the matter; or
 - e. Otherwise believes that participation would create a conflict of interest
 2. If a member does not voluntarily recuse himself or herself, the other members may disqualify that member from a discussion and/or voting on a particular matter, upon a unanimous determination that the member has a conflict of interest that should disqualify that member from acting on a particular matter. This disqualification and the reason for it shall be included in the meeting minutes.
 3. If a member recuses himself or is disqualified from participating in a matter before the Board, the recusal or disqualification and the reason(s) for it shall be included in the meeting minutes.
 4. The Teacher member is prohibited from voting on any matter that relates to appeals to the State Board of Education under § 6-202 of the Education Article as set forth in Human Services Article, 9-503 (b)(5)

Section 4.3 – Level of Effort

- A. Each member shall expend the time and effort necessary to attend meetings and activities to ensure that they fully understand their duties as members, and their role as Board members. Members shall familiarize themselves with important concepts in the administration of education in confinement.
- B. Each member shall conduct in-person site visits to two (2) different JSEP sites annually to obtain a first hand look at operations, interact with personnel, and students alike. Members should report observations to the Chair as they see fit.
- C. Each member shall participate in at least one (1) committee of the Board in a subject matter they are most interested in and as time permits; and are not prohibited from participating in more than one (1) committee.

Section 4.4 – Fiduciary Duty to the Board

- A. Each member has a fiduciary duty of care and loyalty to the Board.

⁴ Electronic filing is available at <https://efds.ethics.maryland.gov/>.

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- B. Each member shall put the interests of the Board ahead of partisan interests, personal interests, or loyalties to other organizations in an effort to ensure the successful execution of the duties of the Board.

Section 4.5 – Non-Disclosure/Confidentiality

- A. A member shall not share confidential or sensitive information (i.e. information derived from DJS records, incident reports, personnel information, budgetary information) with outside entities and individuals who are not Board members or employees unless required to do so by law.
- B. A member who documents Board activities shall retain such documentation for the duration of his or her term of service, and cooperate with Board staff in connection with any response to a request pursuant to the Public Information Act.
- C. A member of the Board is subject to the DJS Policy on Confidentiality, MGT-623-15 https://djs.maryland.gov/Documents/policies/management/Confidentiality_MGT-623-15.pdf and confidentiality provisions outlined in Courts & Judicial Proceedings Article § 3-8A-27.

ARTICLE 5 – ROLES AND RESPONSIBILITIES

Section 5.1 Hiring and Evaluation of the Superintendent

Superintendent Hiring:

- A. The Board will employ a Superintendent to administer the education program in accordance with the Code of Maryland Regulations (COMAR) and the policies and directives of the Juvenile Services Education Board (the “Board”). The following procedure will be used for the selection and employment of the Superintendent:
 - a. Board acceptance of a resignation or a receipt of a retirement letter from the Superintendent; death of the Superintendent; or a letter of termination directed to the Superintendent by the Board.
 - b. A timeline and allocation of funds to conduct the search will be developed and approved by the Board.
 - c. The Board will develop and approve criteria and procedures for selecting a Superintendent and in the development of such criteria and procedures may request and receive input from JSEP staff members, parents, and business & community leaders. Furthermore, the Board may use a Superintendent search firm to assist in these matters.
 - d. The salary to be paid shall be within the Department of Budget and Management/ State of Maryland guidelines.
 - e. The Board will also prescribe the job description upon hiring.
 - f. The Board shall establish timelines for annual evaluations.
 - g. The candidate selected will be contacted by the Chair and DJS Office of Human Resources to confirm the candidate’s acceptance of the position.
 - h. The DJS Office of Human Resources will notify all unsuccessful applicants of the selection of the Superintendent.
 - i. All candidate application materials shall be retained per agency standards.

Section 5.2 Duties – Superintendent.

The Superintendent:

- A. Shall provide, administer, and have exclusive control of the day-to-day operation of educational services to every juvenile in a DJS residential facility, as set forth in Human Services Articles, § 9-502, § 9-506, § 9-603, and § 9-604, Annotated Code of Maryland. In addition, the Superintendent will:
 - a. Meet with and advise the Board about educational programs and outcomes for juveniles;

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- b. Ensure that the policies and decisions of the Board are carried out;
- c. Coordinate with DJS to ensure that the operation of juvenile educational services are integrated with the noneducational operations of DJS;
- d. Perform any other duties assigned by the Board; and
- e. Submit a report to the Governor and the Maryland General Assembly on or before each December 1 in accordance with Human Services Article § 9-606, Annotated Code of Maryland

Section 5.3. Superintendent Evaluation:

- A. The JSEP Board shall evaluate the Superintendent annually. The evaluation period shall be from August 1st to July 31st of each year.
- B. Annually, prior to the beginning of the traditional school year (September 1), the Superintendent and the Board Chair shall meet to discuss the evaluation instrument, annual goals and objectives for the Superintendent's annual evaluation and measures of success. The Board shall approve the evaluation instrument each year.
- C. By no later than March 1st of each year, the Board will provide the Superintendent with an informal review of the Superintendent's progress toward meeting the agreed upon goals and objectives.
- D. By no later than September 1st of each year, the Board shall formally evaluate and assess, in writing, the performance of the Superintendent. The evaluation shall be based on the Board's approved evaluation instrument, the performance expectations detailed in the Superintendent's job description as well as those indicated in the development of yearly goals and objectives.
- E. The Board shall provide the Superintendent with a copy of the completed evaluation within 20 calendar days following the conclusion of the annual evaluation discussion. The Superintendent shall have the right to respond to the Board's written evaluation either orally during a closed session or in writing. The evaluation of the Superintendent and substantive information considered by the Board in forming its evaluation shall be considered confidential.
- F. As part of the evaluation, the Board will solicit feedback from students, staff, teachers, and stakeholders through the use of surveys, via informal and formal methods.
- G. Each board member will rate how well the Superintendent has met the Board's expectations in pursuing or achieving predetermined annual goals. This is the member's opportunity to assess on the specific criteria set for them by the Board.

ARTICLE 6 – MISCELLANEOUS

Section 6.1 – Public Information Act⁵

When a request submitted under the Public Information Act is received, the Board shall ensure that:

- A. The DJS Director of Communications and Attorney General's Office is notified of the request;
- B. A response is provided in a timely manner as prescribed in law; and
- C. The Board cooperates with DJS in responding to the request.

Section 6.2 – Litigation

If the Board is notified that it is party to a lawsuit, the Board shall notify the Office of the Attorney General. A member other than the Chair, cannot accept service of process on behalf of the Board.

⁵ For information and guidance on the Public Information Act, see information posted on the Office of the Attorney General's website at <http://www.marylandattorneygeneral.gov/Pages/OpenGov/pia.aspx>.

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Section 6.3 – Reimbursement for Travel and Expenses

- A. Board members may be reimbursed for expenses directly related to official Board business such as mileage, tolls, parking for travel expenses related to board meetings or site visits.
- B. Board members conducting official business must exercise due care and prudence in incurring expenses, which shall not be lavish or extravagant.
- C. The budget for the Board shall include funds to reimburse members for expenses incurred while carrying out their duties as members.
- D. The Chair shall approve, prior to payment, reimbursement for any unbudgeted expense.
- E. A Board member may be reimbursed for expenses directly related to official Board business as follows:
 - i. Submit a State of Maryland Expense Form <https://dbm.maryland.gov/Pages/Forms.aspx> including dates/times of travel, mileage, and receipts for tolls, parking, meals to be reimbursed to the DJS Staff Representative for processing.
- F. Preapproval process. In circumstances where these guidelines require preapproval, the following procedures shall apply. The Board member shall submit a written request sufficiently in advance that it may be reviewed and approved in writing by both the Board DJS Staff Designee and the Board Chair, who will consider the cost of the expenditure, budgetary constraints, as well as whether the expenditure is necessary to promote the Board's priorities and is in alignment with the work of the Board.
https://djs.maryland.gov/Documents/policies/management/Employee-Travel-and-Reimbursement-Policy_MGT-651-24.pdf

INSTATE Travel Form:
Must be approved 15 calendar days prior to TRAVEL DATE
DC & MD Only
OUT OF STATE Travel Forms
Must be approved 30 calendar days prior to TRAVEL DATE (training date)
Conference Workshop Travel Form
- G. All expenditures for lodging require preapproval. Lodging requests must be submitted and approved through the DJS Travel Office and must comply with the rules and regulations as set forth by the Department of Budget and Management and DJS.

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