



## Juvenile Services Education Program (JSEP)

JSEP Monthly Board Meeting  
Wednesday, August 3, 2022 9:00am – 11:00am

The meeting will be streamed live and recorded for the public on YouTube.

<https://youtu.be/7y8gw0lyz-o>

### Minutes

#### Members and Guests Present:

Sec. Sam Abed

Sec. James Fielder

Superintendent Mohammed Choudhury

Mrs. Sharon Merriweather

Mr. Richard Stevenson III

Dr. Peter Leone

Dr. Tracey L. Durant

Mr. Leonard Webb

Ms. Grace Reusing (Chair)

Superintendent Kimberly Pogue

Nick Moroney

Andrew Tress

#### I. Welcome and Roll Call – *Chair Reusing*

- The board welcomed Ms. Hilma Munson from the Attorneys General office. She will represent JSEP going forward.

#### II. Approval of Minutes

- Minutes from July board meeting approved by acclamation, motion by Dr. Fielder, Seconded by Dr. Leone.

#### III. Public Comment: *If you wish to log in to comment, please email Monique*

*Cheatham ([Monique.Cheatham@maryland.gov](mailto:Monique.Cheatham@maryland.gov)) or Andrew Tress ([andrew.tress@maryland.gov](mailto:andrew.tress@maryland.gov)) by **2pm on Tuesday, August 2, 2022** with your full name, email address, and phone number. **Public comment is limited to 2 minutes per speaker.***

- N/A

#### IV. Executive Director's Report - *Mr. Andrew Tress*

- The full Executive Director's Report is attached.
- Nick Moroney asked if we would know how many teacher vacancies we would have by the time school starts and how long ahead of time do they have to give notice.
- Superintendent Pogue answered that the teachers are state employees and have to give a two-week notice. The teacher recruitment is ongoing and continuous. We should know within the next two weeks the number of vacancies. JSEP initiatives – DJS is having on the spot interviews, fingerprinting etc. throughout the state. Also career fairs at Towson University, Morgan State and Frostburg Universities. Thanks MSDE for sending applications they have received.
- Chair Reusing said a lot of progress on the WIFI issue and the website was done quickly.

- Dr. Leone would like it to be looked into how we would get teachers in line with the locals. We are at a disadvantage. Mrs. Pogue said she thinks that would require legislative action that the subcommittee could address.

**V. Superintendent's Report - Mrs. Kimberly Pogue**

- Full Superintendent's Report attached.

**VI. Unfinished Business - Mr. Andrew Tress / Mrs. Kimberly Pogue**

a. Strength, Weaknesses, Opportunities, Threats (SWOT) Survey

i. Review Goals / Objectives - Discussion and Voting

- Andrew Tress explained all the goals from when Mr. Hall gave the summary last week for the teacher survey.
- Dr. Leone questioned Objective 2.2 and wants Kim to identify a team.
- Dr. Leone suggested that Objective 4.2 we find a way to get the teachers and students involved in analyzing the data.
- Dr. Durant said Objective 3.1 the measures we are holding ourselves accountable for something we have no control over. Kim Pogue added that it is part of the OIG audit that we will be receiving beginning of October. Chair Reusing would like it tracked by county.
- Nick Moroney was wondering in Goal 4 if highly knowledgeable could be highly qualified. Objective 4.2 measure the word evaluations is a loaded word. Not sure what you are aiming for. The next measure he said and/or other methodologies.
- Andrew Tress explained and will add adjectives.
- Chair Reusing said Nick Moroney were not at the small group meeting when Goal 4 was discussed.
- Dr. Durant wants to take one more pass at Goal 4. She appreciates 4.2 Goal being about transparency but more time is needed to address these goals/objectives.
- Superintendent Choudhury added that the goals themselves are well intended but does not believe they are all measurable in practice. In terms of strategic planning over the next 3 – 5 years, the statements are too vague. The public will hold the board accountable and therefore each goal/objective should be made clear. Additionally, there is a lack of academic goals/outcomes, which is the ultimate purpose of the education system and further explanation is to address achievement results in academics. This can be done in various ways, such as increasing pathways to education, increasing teacher salaries, etc. A tangible academic target must be established and some of the broad statements must be clarified.
- Chair Reusing said we need a subcommittee or meet in person in September (retreat ½ day?) Still might need some fine-tuning. Mr. Stevenson liked the in person.
- Sam Abed- Somethings are relevant now and some things are not. He thinks a ½ day should tie up some loose ends. September is bad for Sam Abed and Dr. Leone and Dr. Durant.
- Board will set up a small subcommittee then in person in October.

b. Board member photos for website

- Andrew Tress reminded the board members to send in a photo for the website.

**VII. Subcommittee Reports**

a. Summer School - Mr. Richard Stevenson

- We are in week 5 of summer school. Students have participated in 2 of their guest speaker's series. Business professionals come in and speak about goals and career pathways and what it take to obtain that career. So far, they have had a guest speaker in Auto Tec, HVAC, Realtor, Nurse and News Editor. Next date for guest speakers is August 11th. Flagger certification took place at BCJJC. Hoping to get that extended to other facilities outside the state. Any members who would like to attend just email him or Mrs. Pogue.

b. Standards Committee - Dr. Peter Leone

- The committee met last week on curriculum development and school improvement plan policy. Mrs. Pogue shared the individual learning form and there was a discussion about that. Draft policies have been forwarded through the chain.

c. Transition Committee - Chair Reusing

- N/A

d. Legislative Subcommittee - Dr. Sadusky

- Andrew Tress reported on this- leave salary study, retention for teachers, correctional officer retirement. The subcommittee will continue to meet monthly and then weekly once the legislative session starts in January.

**VIII. New Business**

- Quality Assurance / Audit Review Process
  - Internal team to review and provide summary to board.
  - Will include full packet of materials with summary.

**IX. Board Members' Remarks**

- N/A

**X. Adjournment**

- The meeting was adjourned.

**Upcoming Meetings**

- 2022:
  - Sept. 7 - <https://youtu.be/DJiXQ7kT83I>
  - Oct. 5 - <https://youtu.be/D-fYjzYF88A>
  - Nov. 2 - <https://youtu.be/eor3byh7Y0Q>
  - Dec. 7 - <https://youtu.be/N0bWksXT0zY>
- 2023:
  - 1/4/23 - <https://youtu.be/HlzMxhqyAtA>
  - 2/1/23 - <https://youtu.be/ZioMhFF8swE>
  - 3/1/23 - [https://youtu.be/xjlbDCg\\_irl](https://youtu.be/xjlbDCg_irl)
  - 4/5/23 - <https://youtu.be/TOASK93FO5s>
  - 5/3/23 - <https://youtu.be/2UvvrTBTgaw>
  - 6/7/23 - <https://youtu.be/C6C0iP53DA8>
  - 7/5/23 - <https://youtu.be/MMLDLUVKAEA>
  - 8/2/23 - <https://youtu.be/D-5f9qy2G2Y>
  - 9/6/23 - <https://youtu.be/D9rBBF3eQ6o>
  - 10/4/23 - <https://youtu.be/eZC04MxlGFU>
  - 11/1/23 - <https://youtu.be/AVFZTK-pILc>
  - 12/6/23 - [https://youtu.be/o\\_GtvD3bRQ](https://youtu.be/o_GtvD3bRQ)

**Staff Contact:**  
Andrew Tress

Executive Director of JSEP Services & Support  
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## **JSEP Executive Directors Report**

To: Grace Reusing, JSEP Chair  
From: Andrew Tress, JSEP Executive Director of Support Services  
RE: JSEP Executive Director's Report  
Date: 8/3/22

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### **Introduction**

During the first month of operations following the transition, we've been working very hard on a variety of issues. July has certainly come and gone very quickly. We've established recurring meetings with internal staff and our stakeholders outside of the agency to troubleshoot issues and establish lines of communication to be as transparent as possible. While we've been able to get a lot done so far, we still have a lot of work ahead of us. I would very much like to thank all of the staff and leadership who have been incredibly helpful and who are committed to providing ongoing support for JSEP. This could not be accomplished without their efforts.

### **Human Resources (HR) / Staffing**

The DJS HR unit has been working hastily to help fill key vacancies in HQ and in the facilities. We've been meeting weekly, and will continue to do so in order to ensure that essential support positions are being filled and to strategize for the recruitment of teachers.

#### **Updates on new and incoming HQ positions:**

- AG position – start date = 7/13/22.
  - Ms. Munson has already attended several meetings and is quickly getting up to speed.
- IT Functional Analysis – start date = 7/27/22.
- Budget Administrator – start date = 8/24/22.
- Research & Evaluation position – start date = 8/10/22
- Academic Coordinators (2)
  - One has been selected – offer pending.
  - Interviews for the second position are scheduled for Friday.
- CTE Coordinator
  - Interviews have been held, and a second round is scheduled.
- Library / Media Coordinator
  - Interviews will start on August 9th.
- Compliance Coordinator
  - Working with DBM on reclassification and will be posted ASAP.
- Guidance / Records Coordinator
  - To be posted.
- Guidance Counselors
  - Two positions have been posted for:
    - CYDC & BCJJC
    - Noyes – to be posted Friday.

## **Website Updates / Job Postings**

During the last board meeting, we discussed prioritizing updates to our JSEP webpage and we've made several changes so far. One of the most important additions has been the link to Job Opportunities. This link will open the MD State Jobs webpage for DJS, which now includes an open/continuous [teacher](#) posting as of last Friday (7/29/2022). The School Guidance Counselor classification for BCJJC has been posted with a close date of 8/16/2022. Additional School counselor positions will be posted ASAP.

Our communications team has reorganized the structure of the JSEP webpage, which is much easier to navigate. Our primary goal throughout the past month has been to reorganize the site and post all of the information we currently have available online that would be most helpful to families and stakeholders. Webpage upgrades will be a continuous process and we would very much encourage the board to visit the website and provide additional feedback throughout these efforts.

Webpage link: <https://djs.maryland.gov/Pages/about-us/JSEP.aspx>

## **Information Technology (IT) Updates**

Weekly meetings are also being held with IT on a variety of issues. A monthly Technology Workgroup has convened, which is comprised of IT, HQ and our "tech-savvy" educational staff to troubleshoot ongoing IT issues as it relates to providing instruction for youth. The first meeting was very productive and I anticipate this will continue for some time.

Primarily, we've been addressing the availability of Wi-Fi in the facilities and on the quarantine units. Superintendent Pogue will also provide any other details regarding instruction if I miss anything. Education, HQ and facility staff have been coordinating to determine where the connectivity issues are in the facilities and submitting Helpdesk tickets to IT to resolve those issues, which has been made a priority. After the transition from MSDE, there were some firewall issues that were blocking access to Wi-Fi which should be resolved.

We will continue to work on an improved reporting process, but I have the following updates regarding the Wi-Fi connectivity status of the quarantine, infirmary and intake units; and whether or not packets are being used in each facility. It's important to note, that this information is subject to change. For example, in the case of COVID outbreaks which may result in the need to reorganize the quarantine units, and we are still trouble-shooting several areas of the facilities with connectivity issues. ***(See chart below)***

**Wi-Fi Connectivity / Use of Packets for Youth on Quarantine – 8/3/22**

<b>Facility</b>	<b>Medical Isolation / Quarantine / Housing Unit(s) (Y/N)</b>	<b>Infirmery (Y/N)</b>	<b>Intake (Y/N)</b>	<b>Packets Used (Y/N)</b>	<b>Notes / Updates</b>
Alfred Noyes	Queen – Y Princess – Y	N/A	Y	N	Wi-Fi is working on all units and packets are not being used.
Backbone Mountain Youth Camp	Multi-purpose Room - Y	Y	Y	N	All students should be able to access Wi-Fi in all areas. Units that are not able to come to school use Chromebooks in the Multi-purpose Room behind the cafeteria. No packets are being used.
BCJJC	F-pod - Y	N – ticket has been submitted	Y	Y	The intake units have had access to Wi-Fi for about a week. Chromebooks have been placed on those units in preparation for enrollment in virtual school which starts today (8/3/22). The Medical Isolation and Remaining Housing units do not have Wi-Fi, so packets are still being used in those areas. IT is aware and working on a resolution.
Charles Hickey	Roosevelt – PENDING	N	N (However recorded instruction on flash drives are being used)	N	Wi-Fi is still an issues on the quarantine units, however, Hickey utilizes recorded instruction using flash drives and Chromebooks for instruction. No packets are currently being utilized. IT is aware and working on a resolution for the areas with connectivity issues.
Cheltenham	West Hallway Room – N	N/A	N	Y	All Units are having Wi-Fi connectivity issues and packets are still being used. However, telephone support is provided from teachers to students on those units. Additionally, teachers are going to the units to work with students on a case-by-case basis depending on approval of our medical staff. IT is aware and working on a resolution.
Garrett CC	N/A	N/A	N/A	N/A	N/A – currently no students
Green Ridge	Y (all units)	N/A	Y	N	Students are not currently using packets. Connectivity has been verified in all units.
LESCC	N (all units)	N	N	Y	All Units are having Wi-Fi connectivity issues and packets are still being used. Telephone support is being provided. IT is aware and working on a resolution.
VCC	Mitchell Cottage – Y Prettyman Cottage – Y	?	?	Y	Wi-Fi is working on the quarantine units, however some Chromebooks are having trouble accessing the network. Packets are still being used for those units at this time. IT is aware and working on a resolution.
WMCC	A-pod – Y B-pod – Y	Y	Y	N	Wi-Fi is accessible in all units. No packets utilized on campus.

## Facility Operations

### COVID Update as of 8/2/22:

- **Positive staff for July:**
  - **69**
  - (16 BMYC, 13 BCJJC, 11 Hickey, 6 for CYDC, GRYC, LESCC and WMCC, 3 at Noyes, 2 at VCC)
  - **Plus one more case for BMYC for August.**
  - DJS had more staff cases in July than we did for April, May, or June.
- **Positive youth for July:**
  - **17**
  - (13 at BMYC, 1 at Noyes, 1 at BCJJC, 1 at Hickey, 1 admitted at CYDC).
  - There were fewer youth cases in July compared to June.
- **Facilities with youth on medical isolation:**
  - Backbone (1 youth – scheduled to be released today - Admissions are scheduled to restart next week.)
- **Facilities with youth on quarantine due to possible exposure:**
  - Backbone (group 2),
  - BCJJC (unit 32 – does not have wifi and 23 – has wifi),
  - CYDC (unit F – no wifi).

### Agreements with Community Colleges and Local Education Authorities (LEA)

- Community College IAAs – Updates:
  - Holding bi-weekly meetings with an internal team.
  - Updating previous agreements held MSDE and converting them into DJS agreements.
  - Developing scopes of work as needed.
  - Communicating with community colleges regarding the differences between the MSDE agreements versus DJS and establishing points of contact.
  - Acquiring class schedules and reviewing costs per credit hour.
  - Developing tracking and routing process.
- LEAs
  - Received feedback from Baltimore City which raised several questions that required further review.
  - A small group comprised of some board members will meet next week to develop a draft that can be used around the state.
  - Determining what level of detail to include in an MOA to account for dual enrollment.
    - In turn, DJS will be developing an internal process to track dually enrolled youth regardless of the information that will be included in a formal agreement.

## Research and Evaluation Unit

A workgroup has been put together and met once to begin the development of the mandated legislative reports that are due in the Fall / Winter.

- Much of the required information is data-driven so we have included them in all discussions.
- We will be meeting monthly leading up the report submissions.
- Reports include:
  - Developing objectives specific to JSEP and educational outcome performance measures for the Managing for Results (MFR) section of the Governor’s Fiscal 2024 Budget Books.
  - Reporting on the aggregate educational outcomes of JSEP at each residential facility.
  - Report to MSDE regarding the use of seclusion and restraint in DJS facilities.



To: Grace Reusing, Chair JSEP Board

From: Kimberly Pogue, JSEP Superintendent

Date: July 6, 2022

Re: Superintendent's Report

- The JSEP kick-off was held on June 28<sup>th</sup> and staff were welcomed by Secretary Abed and several Board Members. During the kick-off there were workshops on the legislation and the accountability measures built into the legislation. We received very positive feedback from the survey and we are working on responding to questions that were placed on the parking lot.
- During the professional development week staff were able to participate in virtual trainings from home which included PREA and Standards of Conduct. Staff also were able to meet with a representative from Maryland's Supplemental Retirement plan. Staff finalized their grades and met in groups to finalize their planning for summer school.
- New staff joined the JSEP team this month including Tonya Montgomery the new Principal at Western Maryland Children's Center. Crystal Weimer is the new Science teacher at Backbone Youth Center. Dr. Gammage is the new Field Director of Instructional Programs and Shelby Webb transferred from MSDE as the new Special Education Coordinator. Please join us in welcoming them to our team.
- We met with Frederick County Community College to discuss expanding program offerings to students. Deputy Secretary Norman, Victor Cullen's Superintendent, the Principal and School Counselor attended and had an opportunity to tour FCC's 50,000 square foot facility. We felt it was important to have operations and education at the table to discuss possible barriers to program options. Our next steps are to survey students to determine their interests and to plan a PD for principals and counselors.
- I was able to visit BCJC and Noyes this month.
- We have completed interviews for an Academic Coordinator.
- We start interviews for CTE Coordinators tomorrow.
- It has been a very busy month as we have worked with IT, Budget and Human Resources to plan for the JSEP transition.