



## Juvenile Services Education Program (JSEP)

JSEP Monthly Board Meeting  
Wednesday, July 6, 2022 9:00am – 11:00am

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

<https://youtu.be/bY0Jipg3uLI>

### Minutes

#### Members and Guests Present:

Sec. Sam Abed	Ms. Grace Reusing
Sec. James Fielder	Superintendent Kimberly Pogue
Superintendent Mohammed Choudhury	Nick Moroney
Mrs. Sharon Merriweather	Shane Hall
Dr. Monica Goldson	Andrew Tress
Mr. Richard Stevenson III	Lauren Gordon
Dr. Peter Leone	Nic Ryan
Mr. Leonard Webb	

- I. Welcome and Roll Call
  - a. Introduction of new board member – Leonard Webb
- Grace Reusing welcomed the board members and introduced the newest member recently appointed by the Governor, Mr. Leonard Webb.
- Andrew Tress called the role and determined there is a quorum.
- II. Approval of Minutes
- The minutes were approved.
- 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, July 5, 2022 with your full name, email address, and phone number. **Public comment is limited to 2 minutes per speaker.***
- N/A
- IV. Executive Director Report - Mr. Andrew Tress
- The Executive Director Report is attached.
- Sec. Abed also thanked Sec. Churchill from DGS for helping get the staff ID cards made. In addition, Eric Solomon for helping take pictures at the facilities and HR for attending the kick off to help with the ID process.
- Nick Moroney is suggesting that we get rid of the packet work for youth on quarantine. He would like a regular update on their usage. In addition, he wants to know how we are going to wall off the duties of the new Attorney General to be solely for the board and the Superintendent.

- Dr. Leone asked what the expectations are as we go through this transition. Are we going to establish daily communication with the custody, security and education staff?
- Mrs. Pogue replied that all schedules from each school should be included in a morning briefing. Mr. Norman, Deputy Secretary for Operation has asked all facility Superintendents to ensure that staff are attending and prepared to give briefings on youth and include JSEP staff at all necessary meetings to make them feel included.
- Mrs. Merriweather added insight into Nick's question that this is not the only situation where an Assistant A.G. is assigned to a specific unit. They work for and are accountable to the Attorney General's office.

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

- Superintendent Pogue's report is attached.
- Nick Moroney requested confirmation that the students are allowed to leave the grounds for post-secondary education or internship opportunities. Mrs. Pogue and Sec Abed said they will get confirmation but everyone wants that to happen. Sec. Abed will discuss this with Deputy Sec. Norman and confirm.
- Grace Reusing had a question about the Welding Program. Mrs. Pogue advised that DJS had an MOU with Garrett Community College so the program should not be in jeopardy. She will follow-up with additional information from Deputy Sec. Norman.
- Sec. Abed wanted to express how much the kickoff event on the 28th was a success. Stating that there was a great energy, positive atmosphere and was very welcoming. He thanked the JSEP, DJS, and board members for their participation.

#### VI. Unfinished Business

##### a. Strength, Weaknesses, Opportunities, Threats (SWOT) Survey Overview - Mr. Shane Hall

- Shane Hall from the DJS Research and Evaluation Unit provided the board with an overview of the SWOT survey that was sent out to teachers following the May board retreat.
- Andrew Tress will send out this information to the board members following the meeting.
- Nick Moroney would like the Legislative Subcommittee to propose legislation to express the needs of fair pay and retention efforts for JSEP teachers.
- Sec. Abed wants a chance to review the results of the SWOT survey before they are added to the website.
- The board will review this information at the next meeting as "Unfinished Business."

#### VII. Subcommittee Reports

##### a. Summer School - Mr. Richard Stevenson

- To clarify the questions regarding packets, no students are given packets unless they are on a quarantine unit due to testing positive or have been exposed to COVID or violated the technology agreement and are accessing things that cause safety and security issues within the facility.
- Mr. Stevenson thanked everyone for a year of work, a great kickoff and a smooth transition. Specifically, the IT transition could not have been any smoother. He also welcomed Mr. Leonard Webb.
- Summer program kicked off yesterday with four core classes:
  - English- Creative Writing
  - Math- Math in sports
  - Science- Forensics Science
  - Social Studies – Real to Reel
- Regarding CTE, students will receive guidance, Behavioral Health, Mental Health and CTE lessons.
- Certificates in OSHA, CPR, first aid and flagger as well as a concentration on service learning hours will be provided.
- Next meeting Mr. Stevenson will have an update as to how things are going.
- Nick Moroney added that the use of packets is getting better, but the notion that a kid is suspended or out of the classroom and working on packets needs to be examined very closely. Kids accessing things they should not, is a supervisor problem.

- Mrs. Pogue is working on a user agreement. Students need to understand what they are signing for their privacy and security, the goal is to have as much face-to-face as possible.
- Mr. Stevenson said to his knowledge no students are suspended and in class, except if the student is in crisis, in a behavioral health meeting or in quarantine and disagrees that the supervisors are the cause of the breach of security.
- Dr. Leone suggested that in the fall as part of orientation, a brief review of policies and safety and security is warranted. The students need to understand phishing, sharing passwords etc. We all make mistakes.

b. Standards Committee - Dr. Peter Leone

- The Education Transition Planning Policy was approved by the Standards Committee. It sets up procedures that ensure students moving in and out of JSEP schools receive appropriate course placement and have the best opportunity to work towards their education and career goals. The procedures facilitate the continuation and monitoring of these goals when students leave a JSEP school in the most transparent and expedient manner possible. JSEP will collaborate with parents and guardians, public school officials, the community and DJS to accomplish a safe transition.
- A few key pieces of the policy are:
  - Transition begins as soon as the student enters a DJS detention facility or a DJS treatment center. A lot of the policy mirrors what is in the individual treatment plan. It states that counselors will meet with students. Once they receive their records, they will reach out to parents and home school. In addition, it states that school staff will attend MAST meetings, treatment team meetings as they may be transitioning out of a JSEP school. Once counselors are made aware of students leaving, they will reach out to their home school and set up a transition meeting with designated JSEP education transition staff, DJS transition and reentry staff, home school districts, local education agency, the student and their family and any other individual interest in the student's future. They shall all work together to transition students to the community. The JSEP counselor will reach out to parents of students who have transitioned within 10 days to ensure the transition plan is being implemented.

c. Transition Committee - Chair Reusing

- Sec. Abed requested that CRC be included in the Transition policy before voting. The board agreed.

d. Post-Secondary Subcommittee – Dr. Sadusky

- The update was provided during the executive director's report.

**VIII. New Business**

a. Photos from board members for website

- Andrew Tress requested that the board members send in a photo of themselves to use on the JSEP webpage.

b. Transition policy

- The board first voted to amend the policy to include CRC meetings. Passed.
- The board then voted on the policy as amended. Passed.

**IX. Board Members' Remarks**

- N/A

**X. Adjournment**

- The meeting was adjourned.

Staff Contact: Andrew Tress  
Executive Director of DJS Education Services & Support  
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## JSEP Executive Directors Report

To: Grace Reusing, JSEP Chair  
From: Andrew Tress, JSEP Executive Director  
RE: JSEP Executive Director's Report  
Date: 7/6/22

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- Transition Updates
  - The JSEP transition has officially taken place and all MSDE JSES staff were transferred to DJS on 6/29/22 (for payroll) and the budget officially transferred on 7/1/22.
    - I'd like to thank MSDE for their help. They've been great to work with in just the last month I've been in this position, and I know they've been equally as helpful over the last year.
    - A staff kick-off event was held on 6/28/22 to welcome the teachers which went very well, but I'll let Superintendent Pogue go into more detail during her update.
  - MOUs / MOAs
    - Community College MOUs
      - DJS and JSEP staff met with Frederick Community College last month to go over what programming is offered (primarily vocational) and to begin forging a relationship to have them as a partner moving forward.
      - Will continue to work with them and other Community Colleges on an MOU to provide kids with post-secondary opportunities.
      - The overall goal, is to have kids at DJS earn certifications which will make them employable upon leaving DJS care.
    - Local Education Authority (LEA) MOAs
      - We've sent draft MOAs to Prince George's, Baltimore City and Baltimore County to solicit feedback. We've received feedback from each so far other than Baltimore County.
      - I have sent some follow-up emails and they should have something to us very soon, but in the meantime I am gathering contacts from the other LEAs around the state and will be sending out the current amended MOA to gather additional input.
- Facility updates
  - The Educational rights for students are now included in admission materials for parents and youth as part of the legislative mandate of SB0497.
  - Deputy Secretary Norman has already began to make the new JSEP staff feel welcomed by requiring his staff to ensure that:
    - youth arrive to school on time at 8:30am and appropriately dressed;
    - educational staff are invited to all staff and department head meetings;
    - afterschool programming aligns with educational activities;
    - RA's work with educational staff to collaborate on disciplinary actions;
    - Principal and school administrators receive a list of key staff roles and responsibilities;
    - ensure a debrief is held with the Principal at the end of the day; and
    - educational staff are participants at the youth advisory boards.
  - COVID / Quarantine Unit Update
    - Quarantine units - 7/6/22

- **Positive facility staff:**
    - For June, there were a total of 63 total staff cases statewide in the facilities.
    - For the month of July, thus far, 7 staff cases have been reported.
  - **Positive youth:**
    - The total for June, we have had 23 positive youth cases.
    - No cases reported for July.
  - **Current Outbreak facilities:**
    - 5 facilities (Backbone, Greenridge, VCC, Hickey, BCJJC)
  - **# of youth on medical isolation statewide:**
    - 8 total
    - 1 youth at Hickey for viral syndrome; and
    - 4 youth **from** Greenridge (all housed in the Mountainview YC area for isolation).
    - 3 youth at Backbone, for observation of flu-like symptoms.
  - **Quarantine of youth:**
    - Greenridge (Group 1, and Group 2)
    - Backbone (Group 3)
    - BCJJC (4 youth on unit 33) and
    - Hickey (Clinton Hall).
    - There should be no visitation or transfers for quarantined areas.
  - **Admissions:**
    - Admissions are on hold for Backbone and Green Ridge YC at this time.
    - All other facilities are accepting admissions.
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- IT Updates
    - All incoming staff have received new laptops and replaced their old equipment.
      - I'd like to thank our IT staff for all their work in getting this done quickly and efficiently.
      - We have not received any complaints on this process and the new staff and have already given positive feedback on their experience.
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- HR - Position Update
    - AG position
      - Start date = 7/13/22
    - CTE Coordinator
      - Interviews scheduled for 7/7/22.
    - Academic Coordinators (2)
      - Started interviews last week, selections likely to be made soon.
    - Library / Media Coordinator
      - Have received all of the applications, and interviews are TBD.
    - IT Functional Analysis
      - Start date = 7/27/22
    - Budget Administrator
      - Interviews will be conducted this month.
    - Research position
      - Interviews are scheduled for 7/8/22.
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- Procurement
    - We're currently in the process of finalizing the transfer of property and accounts for administrative oversight and billing details for contracts regarding educational services and teaching applications that were previously purchased and used by MSDE.

- Webpage Updates
  - We are working with our director of communications to improve the JSEP webpage.
  - The goal is to make the webpage more user friendly and align with information that would be included in a website for a county board of education.
  - This will also include contact information and references for information that stakeholders and parents will need.
  - So far we plan to include some of the following features:
    - Vision statement,
    - Vacant positions,
    - School calendar and schedule,
    - Maps / locations of facilities and schools,
    - Contact information,
    - School programming,
    - Etc.
  
- Research and Evaluation Unit
  - SWOT survey review
    - We've met with our data team and Mr. Rick Stevenson last week to discuss how to best review the results of the SWOT survey with the board and determine if those results match with goals / objectives of the board following the retreat.
    - From what I understand, the board wants to establish goals, objectives and a vision statement, but requested that staff input be provided first.
    - Shane Hall from our Research and Evaluation Unit is here to give a very brief overview of those results later on during the meeting.
    - Following this meeting, I will send out the materials that Shane will briefly review.
      - Between now and our August meeting, we will use this information to develop the goals/objectives for the board and vote on them to include on the website and other various materials as needed.



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.