



Adult High School Program

Solicitation for Proposals Technical Assistance Briefing

June 27, 2019

**Maryland State Department of
Education**

Maryland Department of Labor



Welcome

Please introduce yourself using the chat box.

Please mute your phone and/or microphone.

Submit questions through the chat box.

Purpose

To provide an overview and technical assistance to organizations interested in applying to establish an adult high school under the **Adult High School Program**

Adult High School Program

Establishes an alternative method for adults who did not graduate from high school through another pathway to earn a high school diploma and potentially industry-recognized credential or postsecondary education credit.

The program became effective: July 1, 2017



Authority

Maryland State Department of
Education

Maryland Department of Labor



Key Dates

Solicitation for Proposals Release:	June 3, 2019
Intent to Apply Due:	June 21, 2019
Technical Assistance Briefing:	June 27, 2019

**Proposal Submission Deadline:
September 9, 2019 @ 3:00 p.m.**

Definitions/Terms

Law – 2017 HB 1381 and SB866

Operator – Private non profit organization establishing and operating an adult high school

Pilot - An adult high school under the Program

Program – The Adult High School Program

Priority

School within a city/county that has a high school graduation rate that is lower than the state average for high school graduation.

1 school in a rural area for every 2 schools in urban areas

Maximum 6 adult schools

Eligibility

- Registered private non-profit in Maryland
- Experience and measured success in providing education services to adults, including industry certification and job placement services.

Eligibility

- Experience providing education or workforce development services to individuals:
 - Educationally disadvantaged
 - Have a disability
 - Have a criminal records
 - Other barriers to employment opportunities
- Operate from a physical location
- Employ appropriately trained instructional personnel

High School Academic Component

Academic services that
lead to a high school
diploma based on the
Maryland High School
Graduation
Requirements.

- English
- Mathematics
- Science
- Social Studies
- Technology Education
- Fine Arts
- Health & Physical Education
- Other requirements
- Service Learning
- Assessments

For complete graduation requirements, visit the Maryland State Department of Education website www.marylandpublicschools.org

Industry Credentials Component

- Provide opportunities for students to earn industry recognized certification.
- Establish career pathways in high need and high growth industry sectors.
- Industries will vary by geographic location.

Postsecondary Education Component

- Opportunities for students to earn postsecondary education credits.
- Postsecondary education credit is awarded by an accredited institution
- Effective transition to postsecondary education.

Wraparound Services Component

- Individualized services provided to students.
- Services can be provided by partner organization.
- Services can be provided onsite or offsite.
- Services such as:
 - Child care, transportation, mental health, crisis intervention, housing referrals, substance abuse prevention or treatment, legal aid
 - Other services population served may need to address challenges/barriers

Student Eligibility

- Students must be at least 21 years of age to enroll in the school.
- Have not earned a high school diploma or its equivalence
 - Accredited high school, public or private
 - Passing alternative high school assessment (GED, HiSET, TASC or approved State exam)
 - Successful completion of the NEDP
 - Maryland or any other state

Funding

- Public funding is not attached to this solicitation.
- Limited funding may be available in future for adult high schools established in a Maryland Opportunity Zone.
- Not eligible for public school or public charter school funding

Funding

- The Operator must have the funding or the capacity to secure funding to implement and operate the school
- Accept donations, grants, financial assistance from nonprofits, private organizations, government

Reporting Requirement of Adult High School

- Student demographic information
- Enrollment data
- Entry academic levels
- Academic progress
- Credits completed
- Program completion/graduation
- Postsecondary credits earned
- Industry credentials earned
- Post graduation employment

Reporting Requirements by the State

Both State agencies will compile a report to the Governor and the Maryland General Assembly that includes:

- Evaluation of each school
- Student demographics
- Fiscal solvency of program
- Recommendation to expand, continue, modify or terminate

Proposal Requirements

- Cover Page
- Table of Contents
- Executive Summary
- School Operator
- Program Description
- Curriculum
- Performance Standards & Measurement
- Student Assessments
- Wraparound Services
- 3-Year Budget
- Bylaws
- Supporting Documents

Opening Sections

Cover Page

- Name of Applicant
- Title of Proposal/Name of School
- Adult High School Program
- Contact Information

Table of Contents

Executive Summary

- Clear and concise

Applicant Information Page

- Found at the end of the Solicitation for Proposals

Operator Description

- Profile
- Mission
- Years in operation
- Legal structure
- Financed

Program Description

- Mission, philosophy, goals & governance
- Staffing Plan
- Professional learning
- Student recruitment & retention
- Remedial instruction
- Students with disabilities
- English learners
- Career pathways/postsecondary education advisory & coaching
- Programs/partnerships

Curriculum

- The curriculum must follow and align with the Graduation Requirements for Public High Schools in Maryland (COMAR 13A.03.02)
- Demonstrate that curriculum is aligned to the Maryland College and Career Readiness Standards
- Must submit the curriculum for all content areas

Curriculum

- Student service learning requirement (75 hours)
- Program of Instruction in Personal Financial Literacy
- Scope and sequence, graduation plans and/or sample student schedule

Performance Standards & Measurement

- Aligned to MD College and Career Readiness Standards
- Student measures
- School measures
- Data system

Student Assessments

- Intake and assessment procedures
- Assessment instruments

Wraparound Services

- Child care
- Crisis intervention
- Housing referrals
- Mental health
- Transportation
- Substance abuse prevention/treatment
- Legal aid
- Other

Budget

- Detailed 3-year budget demonstrating financial sufficiency
- Facilities
- Finance
- Workbook

Additional Documentation

- Bylaws
- Supporting documents

Submission Requirements

- **One (1) original copy** of the proposal must be submitted in hard copy. Standard-sized (8½” x 11”) paper of regular weight.
- **Two (2) electronic copies** of the proposal must be submitted on two separate USB flash drives. To the extent possible, please provide standalone electronic files for each section.
- The budget workbook included must be submitted in Excel.

The proposal must be received by 3:00 p.m. on Monday, September 9, 2019 either by mail or hand delivered



Mail or deliver proposals to:

Maryland Department of Labor
Office of Adult Education & Literacy Services

Adult High School Program

Attn: Lynnette Demby, Room 120

1100 N. Eutaw Street

Baltimore, MD 21201

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September 9 2019 @ 3 p.m.**



Questions



THANK
YOU

