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
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
- 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
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.
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
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

Proposal Submission Deadline: Monday, September 9, 2019 @ 3 p.m.
Questions