



**ADULT HIGH SCHOOL PILOT PROGRAM  
WEBEX TECHNICAL ASSISTANCE QUESTIONS**

**August 8, 2017  
10:00am – 11:00am**



**ADULT HIGH SCHOOL PILOT PROGRAM TECHNICAL ASSISTANCE QUESTIONS**

- 1. What is an Operator?** An operator is a non-profit organization establishing a school (pilot).
- 2. What is a Pilot?** An adult high school under the program.
- 3. What is a Program?** The Adult High School Pilot Program.
- 4. What are the Adult High School Eligibility requirements?**
  - Operators must be a registered non-profit organization in Maryland.
  - Operators can partner with a county board of education or a public institution of higher learning in Maryland if course work for college credit is given.
  - Operators must have experience and success in providing educational services to adult learners or have experience providing workforce development to adult learners with disabilities, criminal records, limited educational disadvantages or barriers to employment.
  - Operators must hire appropriately trained instructional personnel.
  - Operators must secure funding or have the capacity to secure financing including a physical site.
- 5. Is the Adult High School a Public School or a Public Charter School?** No
- 6. What are the Pilot Facility Requirements?**
  - The program must have a physical site on which to operate.
  - The program must meet the needs of the pilot school and learners.
  - The program must offer wrap around services, which may include services such as childcare, transportation, mental health services, crisis intervention, substance abuse prevention or treatment, legal aid or housing referrals.
  - Maximum enrollment – 350
  - Students must be 21 years and older –
  - Students cannot have a high school diploma from public/private school, General Education Development (GED) or the National External Diploma Program (NEDP) to be enrolled.
- 7. What is included in the Pilot Program Description?**
  - Mission, philosophy, goals & governance of the pilot school.
  - Include administrative structure, school leadership, management and the advisory board.
  - Advisory Board consist of 11 to 25 members. One member will be appointed by the Maryland State Department of Education (MSDE) and one member appointed by the Department of Labor Licensing and Regulations (DLLR). Other members are selected according to the bylaws – refer to House Bill 1381.



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- Describe the staff plan and key personnel of the pilot school including qualifications for instructional staff.
- Describe plans for recruiting students, student retention strategies, student admissions requirements and student dismissal procedures.
- Describe how students in need of remedial instructions will be prepared to move into secondary level instruction.
- Describe how the needs of students with disabilities needs will be met and accommodated.
- Describe services for English learners.
- Describe advising and coaching services that support students to make effective transitions to post-secondary institutions, industry credentialing programs, career pathways and high need and growth industries sectors.
- Describe partnerships, programs, organizations or businesses that the operator will partner with providing higher education credits, industry certificates or job skills.

**8. What are the Pilot Curriculum requirements?**

- The Pilot Curriculum must implement the Maryland graduation requirements located in COMAR 13A.03.02 or on MSDE's website.
- The curriculum must be in line with the Maryland College and Career Ready Standards.
- Content areas are English Language Arts, Mathematics, Social Studies, Science and other technical subjects found on the MSDE website.
- Describe the scope and sequence, graduation plans, or sample student schedules that will lead the student to graduation.

**9. What are the Pilot Performance Standards and Measurements?**

- Demonstration of performance standards for the school must be aligned to the MD College and Career Readiness Standards.
- Description of the measures to determine students' progress.
- Description of the measures to determine pilot school progress.  
Description of the data system capturing and measures student performance.

**10. What are the Pilot Student Assessment Requirements?** A description of the Intake and Assessment procedures for determining student levels and placement as well as assessment instruments to determine placement in the ongoing student progress must be provided.

**11. Are there any documentation requirements for student recruitment and retention?** Yes, operators must show documentation on how students are recruited and retained.

**12. What are the details of the facilities in Section 7.1.1 of the Solicitation of Proposals?** The physical location is going to depend on the design of the pilot and the needs of the learners served.

**13. What are the Pilot Budget Requirements?**

- A detailed budget for the initial 3-year operating period demonstrating the school financial self-sufficiency.



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- The Budget Workbook must be in Excel.

**14. For the 3-year budget, is there a budget template?** No.

**15. What are the specific details regarding the finance requirements?**

- Detailed demonstration of how the 3-year budget will be financed and how the budget will be sustained for each year.
- Add any additional documentation that will support the proposal.

**16. Do financial documents, including audits, need to be submitted?** Financial documents, including audits, can be submitted as supporting documents.

**17. What are the Submission Requirements?**

- Four hard copies of the proposal must be submitted along with one original copy having the original signatures on standard (8 1/2" x 11") paper of regular weight.
- One electronic copy of the proposal must be submitted on a USB flash drive. Please provide standalone electronic files for each section.
- Send all proposals to:

**Maryland Department of Labor, Licensing and Regulations (DLLR)  
Office of Adult Education & Literacy Services  
Adult High School Pilot Program  
Attn: Lynnette Demby  
1100 N Eutaw Street, Rm 121  
Baltimore, MD 21201**

**18. When is the Proposal Submission Deadline?** The proposal deadline is October 01, 2017 (POST MARK DATE)

**19. Will the evaluation criteria rubric be made publicly available to evaluate proposals?** Yes, this information will become available close to the submission date.

**20. How will the Pilot Schools Be Evaluated?**

- Annually a Comprehensive Report will be submitted by the Pilot School – the first report will be due October 01, 2018 and each year thereafter.
- The Yearly Reports will include the Academic/Career progress of each student enrolled in the program, including:
  - The number of credits students have completed.
  - The number of students who completed the program and graduated.
  - Academic progress of students measured by pre and post-test assessments.
  - Graduation rates.
  - The number of postsecondary credits earned by the students concurrently.
  - The number of industry credentials earned by students.
  - Student post-graduation employment.



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- 21. Will there be a State Report Review?** Yes, the Maryland State Department of Education and the Maryland Department of Labor, Licensing and Regulations will jointly submit an evaluation report on or before December 1, 2020, to the Governor and the General Assembly. The State Report will include an evaluation of each school, recommendations about the future of the program, student demographics, the financial competency of the program and recommendations to expand, continue, modify or terminate the program.
- 22. Will the State fund the Adult High School Programs in the future?** Currently, public funding is not available to support adult high schools. We have not been made aware of an intent to provide public funds to the program.
- 23. Will the Adult High School Program be considered as a GED Prep Program?** The Adult High School Pilot Program curriculum has to follow the graduation requirements for public high schools in Maryland which can be found on the Maryland State Department of Education (MSDE) website at <http://www.marylandpublicschools.org>. This program is not intended to be a GED Prep Program.
- 24. Will the evaluation team have an opportunity for questions from applicants?** Any questions from applicants should be directed to: [Lynnette.demby@maryland.gov](mailto:Lynnette.demby@maryland.gov)
- 25. Is there a list of documents applicants can use as a guide, such as the College and Career Ready Standards?** You may refer to the Solicitation for Proposals, the law establishing the Adult High School Pilot Program and any documents from your topical research. The College and Career Ready Standards can be found on the MSDE website. <http://www.marylandpublicschools.org>
- 26. What is the make-up of the advisory board?** The advisory is the pilot's governing board made up of 11-25 members. One board member is appointed by MSDE, one member is appointed by DLLR and the rest of the members are selected in accordance to the bylaws of the pilot.
- 27. Will the proposal evaluation criteria or rubric be made public?** Yes. When the tool is available, it will be posted on the MSDE and DLLR websites.