

**Task Force to Study the Adult High School Concept, HB1381/SB866**  
**Meeting Agenda**  
**Baltimore Metropolitan Council**  
**1500 Whetstone Way, Suite 300, Baltimore, Maryland**  
**Monday, May 15th, 2017**  
**1:00 – 3:00 PM**

- **Welcome and Introductions**

- Co-chairs Delegate Luke Clippinger and Assistant Secretary James Rzepkowski welcomed Task Force members and guests to the meeting.
- Members and guests introduced themselves.

- **Brief Discussion of Draft Solicitation for Proposals**

The draft of the Solicitation for Proposals was reviewed and discussed. The discussion focused on suggestions regarding the application to solicit proposals to establish adult high schools.

- It is expected that the solicitation is released within a reasonable time after the law goes into effect on July 1, 2017.
- The applications received will be reviewed by a review board as they come in.
- MSDE and DLLR will draft a document delineating duties and responsibilities of each agency as stated in the law.
- A robust discussion regarding the deadline for submitting an application occurred:
  - No deadline stated. Open competition until the maximum number of pilots (6) is reached. Concerns are:
    - If an initial deadline is not announced, how would applicants know if we are reviewing their application?
    - May not have a review committee that can come together every sixty (60) days to review applications
    - If more than one application is received from a single jurisdiction, an award may be made to the first applicant thus reaching the maximum number of operators but the subsequent applicant may have a better proposal.
  - One deadline date
    - Review all applications received. If necessary, repost the solicitation.
  - Set several deadlines

- Consider releasing the solicitation for applications later than expected with multiple deadlines: September 1, 2017 or October 1, 2017 with a second deadline date of December 1, 2017.
  - Concern with extending the application deadline is that an organization may not be able to secure funding since funding organizations solicit applications for funds at specific times of the year.
  - Request a Letter of Intent from organizations applying to establish a pilot adult high school.
    - This will allow the State to gauge interest in the pilot.
    - Not submitting a letter of intent does not exclude an organization from applying to establish a pilot adult high school.
    - The letter of intent can include how the organization plans to secure funding.
  - Since this is a new initiative, organizations should be given adequate time to develop an application to propose a pilot adult high school. But an appropriate application deadline is needed.
  - Concerned that a single organization could apply to set up six (6) pilot adult high schools around the state.
  - The draft Solicitation for Applications will be posted on the MSDE and DLLR website for fair access.
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- **Update from Recent Subcommittee Meetings**
    - Accountability (certification/teacher credentialing and pilot provider accountability)
      - Regina Boyce presented a brief report of the certification/teacher credentialing and pilot provider subcommittee meeting. She noted that the Washington DC Public Charter School system provides a good accountability framework that can be adapted in areas of school attendance, retention, assessments, and teacher certification. DC has a system for certifying adult education instructors, taking advantage of those who have strong teaching background and helping them to obtain required certification. It should be noted that the Maryland school system differs significantly from the DC system in terms of what the law allows. The committee also discussed K-12 teachers making the transition to adult literacy instruction.
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- **Discussion of Task Force Recommendations and the Final Report**
    - The final report is due to the Governor on or before June 30, 2017.
    - Members provided recommendations via email prior to the meeting.
    - Members may still submit recommendations for the final report.

- A request was made for members to receive and review the draft report or recommendations submitted to date prior to making additional recommendations.
  - Explore credit recovery in the adult high school pilot program.
  - Explore how current adult education providers can offer ABE/ESL instruction concurrently with becoming an adult high school operator.
- **Discussion of Next Steps**
    - This is the last scheduled meeting of the Task Force which officially concludes on June 30, 2017.
    - If members feel that additional meetings are needed beyond June 30, 2017, the co-chairs will reconvene the group.
    - Disseminate the recommendations and/or the report draft to members prior to the end of May for review and comment.
  - **Meeting Adjournment**
    - The meeting was adjourned at 2:30 pm.