Delaware Alternate Portfolio Assessment
Advisory Committee Meeting
November 26, 2001
12n-4pm
Del-Tech, Dover

Attendees:
Carol Barlow, Martha Brooks, Shaunna Crossen, Sue Dunbar, Diana Farrell, Clarence Fiedler, Melanie Hoffmann, Raquel Johnson, Peggy Lashbrook, Carol Lay, John Lister, Pat Maichle, Judy MacBride, Mary Ann Mieczkowski, Wendy Roberts, Glenda Scott, Linda Smith, Vicki Spence, Wendy Strauss, Brian Touchette, Ina Upsher, Janine Weber

NEXT MEETING DATE:
Monday, January 28, 12-4
Del-Tech, Terry Campus

Update
Advisory Committee Expansion
We are still working on expanding the Advisory Committee and are particularly focused on increasing parent involvement. Anyone with nominations for additional members is asked to contact Alison Chandler at 831-1052.

TASH Conference
Several staff from DDOE and CDS took part in a presentation at this year’s TASH conference. The turn out was fairly good considering the total attendance for the conference was low. Many states attended and seemed very interested in how Delaware was creating, scoring, and training the portfolio assessment.

District Consultants
This year the DC’s will be participating in Advanced Scoring Training, which will be held next week.

The 2001-2002 User’s Guide is complete. Inserts are currently being sent to everyone who received a User’s Guide this year. The complete guide is also available on the website www.dapaonline.org.

Trainings
All scheduled full day and update trainings have been completed. One additional update training will be held at the Sussex Consortium in December. The November county workshops and parent nights are finished. Once again, we had poor turnout for the parent nights in November. The next scheduled workshops are to be held in January and the next parent nights will be in March. Next year, DOE will consider having one parent night in each county.

Appeals Workgroup
A recommendation from the appeals workgroup was given (see attached minutes and drafts of the process).

Distribution – the appeals process and form will be sent with a cover letter to everyone in the CDS database involved in the DAPA this year and last year and also to the large schools/programs. The forms will also be available on the website.

Expansion Workgroup
Recommendations for how to expand the DAPA to all students was given (see attached minutes and forms). It was noted that feedback from teachers would be helpful.

Suggestion:
- Create a one-page summary of expansion process. Incorporate what the original plan for the DAPA was and what the proposed plan will be. Ask for suggestions and feedback. This summary will be sent to all participating teachers and principals.
- Review expansion plan (particularly changes in ages 18, 19 and 20) with the Transition associate at the DDOE.

**Proficiency Level Workgroup**
Review of recommendations (see attached minutes):

The proficiency level retreat will be meeting in Dover on February 22\textsuperscript{nd} and 23\textsuperscript{rd}. Nominations letters were mailed on 12/10/01 to District special education Directors.

**Parking Lot Questions**
During all the training sessions if there are questions we cannot answer, ideas, comments or suggestions, participants are asked to record the information on a paper car and tape it on the “parking lot”. If there is time at the end of the training the cars are reviewed. Questions which cannot be answered are brought back to the advisory group for consideration. Please see the attached list for the questions along with the corresponding answers that were decided upon by the Advisory Committee.