Attendees:
Carol Barlow, Martha Brooks, Shaunna Crossen, Diana Farrell, Glenda Scott, Linda Smith, Martha Toomey, Brian Touchette, Janine Weber.

Scoring
Scoring of the portfolios took place in the last two weeks of June. Twenty-two scorers completed the scoring in the time allotted. The scantron process put in place for this year is taking slightly longer than anticipated; however, everything will be completed by the end of August. Overall, the scoring process went very well.

Return Process
The anticipated return of the portfolios will be the end of September. The State Board of Education will be approving the proficiency levels set for Communication at the September meeting. Score reports cannot be printed and released before this date. A letter will be sent to the schools notifying them of this delay. Information will also be available on the website (www.dapaonline.org).

Proficiency Retreat
A tentative date of November 8 and 9 has been set for the next proficiency retreat. Proficiency levels for two domains will be decided. Letters will be sent to Special Education Supervisors and Administrators requesting nominations for this process. If anyone has a nomination, please contact Shaunna or Janine (831-1052) with the information.

TASH
We are very happy to announce that the DAPA submitted two proposals this year and both were accepted! One presentation will review the proficiency level setting process and the second is a joint presentation with Kentucky reviewing the scoring processes of both states. To learn more about TASH or for conference information, please visit http://www.tash.org

Training
For the 2002-2003 school year, training will be mandatory for all new developers or developers who have not been trained in the past two years. Administrators will be provided with a list of developers who have been trained in the last two years. At the end of August, the training brochure will be sent to everyone in the DAPA database. Training will also be available on October 11th (i.e., statewide in-service day).

Appeals Process
The appeals process and forms were reviewed and the following decisions were made:
- The deadline for this year will be November 15th.
- New or additional information added to the portfolio will not be scored and will result in termination of the appeal
- Three scorers will individually score the entry and then meet to resolve any discrepancies within the group. Both individual and committee resolution scores will be sent to Martha Brooks for final a decision.
- Appeals paperwork will be available in the User’s Guide and on the website.
**Exemptions Process**
A process for exemptions was presented. Student transfers and medical conditions are two situations which may warrant an exemption (see forms for specific information). After March 1st, developers may also request an emergency extension due to medical reasons. Information will be available in the User’s Guide and on the website.

**User’s Guide**
A draft copy of the User’s Guide was reviewed. The following changes were made:
- In order to align with the DSTP wording and regulations, we will now be using the term “Participation” instead of “Eligibility”. All wording throughout the User’s Guide will be updated to reflect this change.
- The IEP flow chart will be added to section 2.
- New domain examples will be added.
- The resume was added to the list of required portfolio components for ages 17, 18 and 19.
- Additional dimension rules were added based on information from the scoring manual.
- The domain guide decision tree and interactions decision tree were added to the scoring section based on information from the scoring manual.
- The Domain Guide was revised.
  - The note at the top of pages two and three was removed since it only pertained to page one.

**Activity**
- An additional required component (item with an arrow) was added. Developers will now have to “State one activity” before describing it.

**Settings**
- Because only one home environment can be scored, the second and third boxes in the table were removed.

**Upcoming Meetings**
Advisory dates for the upcoming year are listed below. All meetings will be from 12:30 – 4:00. Lunch will be provided.

- September 13, 2002 – Del-Tech Terry, Dover
- November 19, 2002 – TBD
- January 30, 2003 – TBD
- March 6, 2003 – TBD
- May 13, 2003 – TBD
- August 7, 2003 - TBD