Delaware Alternate Portfolio Assessment
Advisory Committee Meeting
September 13, 2002
12:30pm – 4:00pm
Del Tech, Dover

Attendees:
LaRaine Beckhorn, Suzie Berry, Sarah Blake, Martha Brooks, Margaret Colvin, Shaunna Crossen, Jen Dugan, Sue Dunbar, Diana Farrell, Russ Gehrt, Miki Hartman, Melanie Hoffman, Mary Johnson, Rita Landgraf, Carol Lay, Judi McBride, N. Lynne Meyer-Berlin, Michael Murray, Kyle O’Shea, Don Peters, Lori Sansbury, Glenda Scott, Linda Smith, Vicki Spence, Elizabeth Talley, Martha Toomey, Brian Touchette, Sarah Unger, Doreen Walls, Janine Weber, Debby Webber, John Werner

State Board of Ed Meeting
The State Board will be meeting on September 19, 2002 to approve the proficiency levels for the communication domain. If the recommended proficiency levels are approved, then the portfolios and score reports will be sent to district special education offices at the end of September or beginning of October.

Portfolio Return Process
The portfolio return process will be similar to last year’s process. The district offices will be responsible for distributing the score reports to individual schools. An explanation of the return process and the timeline will also be posted on the DAPA website.

DAPA Training
There will be a variety of trainings held this year including full day, update, advanced portfolio, and county workshops. In addition, training will be offered on October 11th during the statewide in-service day. In-service training and parent information sessions can be arranged by contacting the Center for Disabilities Studies. This year, full day training will be mandatory for teachers who have never submitted a portfolio or have not submitted one within the past two years. A list of teachers who developed a portfolio within the past two years has been sent to the principals at each school. Registration for all trainings can be done through the DAPA website.

Parent Coordinator
This year, DAPA will be hiring a part-time parent coordinator to aide in reaching out to parents in the community. The parent coordinator will be helping to make connections with parents by providing information and helping parents become more involved in the portfolio process.

Research
There are several research projects that will be taking place this year. Parents and teachers will again be asked to complete surveys pertaining to their opinions of the portfolio process. In addition, a validity study will be conducted to examine the
relationship between the portfolio scores and teacher practices. Lastly, a joint group from CDS and DOE will be making two presentations at the TASH conference in December.

Proficiency Retreat
This year a proficiency retreat will be held on November 8th and 9th to set standards for the Personal Management and Applied Academics domains. Letters have been sent out asking for nominations for participants. Additional nominations are welcome. Anyone who has a nomination for a potential participant should contact the Center for Disabilities Studies.

Appeals and Exemptions Process
The appeals and exemptions processes were discussed and both are outlined in memos that were distributed at the meeting. These memos and the accompanying forms will also be in the DAPA User’s Guide. The following revisions were suggested:
- Extending the deadline for submitting exemptions for out of state transfers.
  - The deadline for these students will be extended to 60 days to coincide with the IEP deadline already in place.
- Increasing parents’ involvement in the exemptions process.
  - The form will be revised to allow for more parent involvement (possibly by including space for parent’s signature, or by ensuring that the parent is copied on the form etc.)
- Calendar Days
  - The forms will be revised to reflect that deadlines are expressed in calendar days.

Scoring Process
Due to problems with the bubble sheet scoring system used last year, DDOE and CDS are considering using computers to score this year’s portfolio entries. Options for renting computers and space were discussed. Research into various scoring options will be conducted over the next few weeks.

Replacement pages will be sent to teachers so that they can use the binders that they have from last year. The pages will also be available online through the DAPA website. The Quick Reference for DAPA Changes was distributed and discussed. This sheet will be inserted in the front pocket of the User’s Guide. New additions to the User’s Guide include the DAPA-IEP connection page and examples of all five domains.

Advisory Committee Composition
The makeup of the advisory committee was examined in terms of where representation is lacking. Sussex and Kent counties are underrepresented on this committee. Also, there is a desire to see more parents from all counties involved with the advisory committee. A suggestion was made to mail letters to all special education directors requesting committee nominations in an effort to increase membership from all three counties.
Work Groups
There was an opportunity to sign-up for work groups at the end of the meeting and each group set up a meeting schedule. There will be three work groups this year:

- **Expansion** – will examine how DAPA fits with the reading and math testing requirements of the DSTP and within the “No Child Left Behind” Act. This group will develop a letter to send to the Federal Government to determine whether the expansion plan meets federal guidelines. They will be presenting a recommendation to the Advisory committee on January 30th.

- **Proficiency** – This group will help plan the proficiency retreat in November.

- **Best Practices** – This group will examine how each dimension fits with educational best practices. They will look at the possibility of folding communication into the other domains and recommend any changes they feel are necessary for the portfolio dimensions.

Upcoming Meetings
Advisory Committee meeting dates for the upcoming year are listed below. All meetings will be held from 12:30-4:00.

- November 19, 2002 – Del-Tech Terry Campus
- January 30, 2003 – Meeting Location TBD
- March 6, 2003 – Meeting Location TBD
- May 13, 2003 – Meeting Location TBD
- August 7, 2002 – Meeting Location TBD