**Meeting minutes**

**Date: September 13, 2019**

**Location:** Haynes Inman Education Center, Jamestown NC

**Attendees:** Council members: Barbara Meleney, Jennifer Parton, Bob Beaudet, Ashlie Beavers, Brad Burk, Kelly Givens-Pacetti, Ann Hughes, Vicki Simmons, Amy Stadiem, Kaky McPeak, Megan Davis, Teresa Hudson, Jolanda Hengstman

Via Zoom: Amy Clark

DPI: Laurie Ray, Liaison for APE

Guests: LuAnn Bullard (lead APE Guilford Co), Akil Livers (APE teacher Guilford Co), Jacob Tedder (student UNC-G), Barrett Davis (Randolph Co)

Absent: Lara Brickhouse, Burt Jenkins

9:35 Barbara calls the meeting to order

**Celebrations/Announcements/News**

Congratulations:

* APE TOY 2019: Roy Sanchez
* APE University TOY: Dr. Kaky McPeak
* Kaky has been asked to become a blog-writer for Wright’s Law

Update on Roy: in the hospital, hoping to be strong enough for a bone marrow transplant,

his award has been presented to him, Vicki is coordinating support (card, money, etc)

**NCAAHPERD-SM Update - Barbara**

Proposed new operation name (meaning logo, stationary, etc will carry new name): NC-SHAPE

Official business, non-profit status etc will continue to carry the name NCAAHPERD-SM

* Will be voted on at the convention

When renewing NCAAHPERD-SM membership please select APE as your first **and** second choice

* We receive a percentage of the membership fee (30% for first choice, an additional 10% for second choice).

Barbara and Jolanda will represent APE at the NCAAHPERD-SM board meeting September 14.

**DPI Healthful Living Updates**

None

Thank you Burt for publishing information on ICDI in the Sept Healthful Living Update #2

To subscribe use this link: <https://public.govdelivery.com/accounts/NCSBE/subscriber/new?preferences=true#tab1>

**DPI EC Updates – Laurie**

Discussed and adjusted two proposed documents (will go through Policy at DPI, our new contact is Karen Little):

* Flow Chart how to apply for APE
* Referral for Adapted Physical Education Evaluation - Healthful Living/PE Curriculum

Laurie is working on an ECATS tip-sheet. Send her issues, questions, etc.

APE as an IEP-team member: is a special educator, when listed as the only special educator need to stay for the duration of the meeting.

Amount of APE service time: clarify how many/much to avoid compensatory services, specially when PE is on a quarterly/semester schedule.

Re-evaluation process: here is a clarifying e-mail, with thanks to Laurie:

 IEPs should be kept current. All decisions should be based on data. When a team feels there needs to be a change to the IEP, they undertake a re-evaluation process. They review existing data and determine if they have enough data, already collected, to make the needed changes. If they do, they make those changes, document the changes and data and amend the IEP. If they do not, the team meets and decides what data is needed that they do not have, documents this and obtains parental consent for a re-evaluation. Sometimes I find folks are not distinguishing between the re-evaluation process and re-evaluation(s).

Teams should and can amend IEPs with existing data. HOWEVER, the majority of the time I find, the team does not really have any data or has insufficient data in the area of PE to make any changes without collecting more/evaluating.

Use caution when listing items such as assistive technology on the IEP, it becomes legally binding

APE vacancy at DPI: Laurie advocating for full-time, it is currently listed as part-time with no applicants.

 Or move to contracts to cover the need across NC.

 Dreama McCoy is currently out of the office, Matt Hoskins is the interim contact

New flyer: *Adapted Physical Education* *for Students with Disabilities in North Carolina. A guide for Administrators, Teachers, Students, and Parents.* A big thank you to Laurie Ray (for the content) and Amy McLemore for the design.

 DPI also has handouts describing Specially Designed Instruction and 504.

 Laurie will send these resources to the list-serve.

Reemphasizing:

* lending library
* APE website with DPI
* List-serve. Make sure you let Laurie know if she needs to put information you send her way on the list-serve or if it is an FYI for Laurie only.

**Discussion on “Need for SDI (Specially Designed Instruction) in PE?” - Kaky**

* This question is currently under Special Factors on the IEP (formerly the DEC4)
* This is not asking about accommodation/modification but instruction
* Consensus: keep it there, it is an attention getter

**Lunch in-service on the BSER – thank you Kaky!**

BSER: Body-Space-Effort-Relationships

Observable behaviors are measurable

Need to teach the actions of the body in the BSER grid to prepare students for functional, independent, lifetime skills. Use this to explain/write the PLAAFP and to decide goals/objectives.

Kaky will put folder together to publish on the DPI-APE website as well as the council’s website.

**Overview of past/upcoming presentations**

July 2019: NCPEID (National Consortium of Physical Education for Individuals with Disabilities). Kaky presented and Jolanda attended.

July 2019: NPEI (National PE Institute) – Megan attended and very much enjoyed it.

* Next year, 2020 will be the last year, and be a reunion year.

Aug 2019: Back to school, whole day in-service on APE for PE staff in Rock Hill, SC. Jolanda presented.

Guilford Co Summer Institute: Ashlie and Vicki presented

Amy S. presented in her district to the general PE teachers.

Request: APE presentation/support Noble Academy, private school in Greensboro (via PECentral) - Kaky

Oct 2019: MindPop in California through a Kennedy Center Grant. Focusses on Art, Music, Drama, and APE has been invited to come as well. LuAnn is going.

* It was suggested that those who are going present what they learn at next year’s EC conference.

Oct 24-26: NCAAHPERD-SM state convention. APE sessions by Lara, Megan, Jolanda, Teresa, Dr, An, Jamie West, Jordan Weber, Wesley Strayer.

 Invite principals for principal day, Thursday October 24

 Amy C. to create a google sign-up for booth-coverage and presiders for our presenters

 E-mail with the link has gone out, thank you very much Amy.

 Finalize need for a booth and membership meeting place and time

Nov 20: APE Institute at the EC conference – Greensboro NC. All day institute by Ann and Jennifer.

 Title: *APE: All Personnel Essential*. Overview: panel, ICDI, UCS/Inclusion

 Needs: flyer, instant activities, pictures and video clips, raffle items

Nov 21-22: EC conference - Barbara presenting on ICDI (*I Can Do It*) program

 Kaky volunteered to be a co-presenter

**NC-APE-AC Updates**

Region 1: vacancy for EC director

Region 2: none

Region 3: none

Region 4: Helping Harnett Co in Oct

Region 5: Ashlie reports that there were a number of messages in the inbox for our gmail account, but none urgent. Vicki reports that Haynes-Inman will do a dental screening sponsored by Colgate, and that the adapted rowing clinic is in October.

Region 6: MedFest (free sport physicals for Special Olympics) end of September.

Movement paths was mentioned as this comes from the HPE department in CMS (Kim

 Morton), which lead to the mentioning of tactile boards on the wall. Suggestion was made to

 touch base with OT and PT for materials and ideas.

Region 7: none

Region 8: none

University: Central (new dept chair) to work with Western to develop online APE courses and looking at

 the council for lab work. There is also talk about getting the CAPE-preparation online.

NC Politics/news: Vicki forwarded in e-mail earlier.

Financial report: Teresa. No changes

Great Activities: Jolanda. One more year.

Due dates: October 1: Ashlie

 December 1: Kaky

 February 1: Amy S

 April 1: Megan

T-shirts: order for the convention has been placed. There may be a sponsor, if so we need a sign to

 acknowledge the donation.

ICDI: Barbara. Request to promote this as much as we can.

 Link to the resources: <https://sites.google.com/dpi.nc.gov/nchealthyschools/adapted-physical-education>

Mileage forms: they are new and confusing 😊

 Laurie is asking Davina Elliott for clarification and will let us know.

Website: donation/t-shirt sales link will be added

**Creating a Strategic Plan – Barbara**

The SWOT process was used after watching an instructional video.

S = Strengths, W = Weaknesses (these are internal to the organization)

O = Opportunities, T = Threats (these are external and may not always be under our control)

Each small group discussed these four areas and shared with the group.

Barbara will compile the answers and we will continue this process at our next meeting.

**Nominations**

For all to think about nominations of candidates to serve on the board. You can nominate yourself or ask others if you can nominate them. Call for nominations will be coming soon.

**Next meeting date:**

During the NCAAHPERD-SM convention (October 24-26). Barbara will specify date and place.

Respectfully submitted, September 16, 2019

Jolanda Hengstman

**To do:**

Everyone: send issues, questions, etc. regarding ECATS to Laurie to consider for the tip-sheet.

 Invite principals to principal day at NCAAHPERD-SM, Thursday Oct 24

 Needs for the NCAAHERD-SM booth: raffle items, books, equipment, resources

 Needs for the APE Institute: instant activities, pictures and video clips, raffle items

Kaky: folder on BSER to put on the DPI-APE website and the council’s website.

Laurie: DPI resource/handout on SDI and 504 to the list-serve

 Clarification on the mileage form

Amy C: create google sign-up form for booth coverage and presiders at NCAAHPERD-SM state convention. Already done, and looks great!