

**Meeting Minutes**

Date: October 30th, 2015

Location: Embassy Suites, Winston Salem, NC – NCAAHPERD-SM Conference

Scheduled Start Time: 9:00

Attendees:

Jolanda Hengstman, Barbara Meleney, Lara Brickhouse, Stanley Rogers, Bob Beaudet, Teresa Hudson, Ann Hughes, Tim McMillan, Vicki Simmons, Jennifer Parton, Ashlie Beavers, Amy Clark, Megan Davis

Unable to Attend (Excused Absences): Kaky McPeak, Kelly Givens-Pacetti, Marie Slusser

\* AC = Advisory Council (this includes all members)

\* LT = Leadership Team

\* Names connected to ACTION items are highlighted

9:35 - Jolanda called meeting to order.

1. **NCAAHPERD-SM Happenings**
	1. Jolanda recognized award winners.
	2. NC-APE-AC Booth
		* Lots and lots of traffic! Great networking and chance to share council info – increase awareness.
		* Booth was free for us! Jolanda will send thank you card to NCAAHPERD-SM.
		* Barb passed around thank you card for all members to sign for Artie (NPEI).
		* Lara will post thank you for donations (raffle items) received from Human Kinetics and SPARK, as well as picture of winner.
2. $ **Budget** $
	1. Jolanda submitted mileage forms for September 28th meeting, all members have received reimbursement.
	2. Laurie updated AC on mileage reimbursement for AC meetings.
		* Awaiting approval from DPI…stay tuned!
		* Budget/Amount to be reimbursed is based on set number, not specific individuals.

AC will explore options for reimbursement – “creative financing”

* 1. Website upgraded to Pro Plan – Teresa reimbursed Lara 10-30-15
		+ AC to explore grant options for funding website in near future.
1. **Priorities Identified/Updates from Regions:**
	1. **Region 1** (Lara) – Lara identified a need for sharing of information on AC activities/meetings past, present, and future. How can we share the awesomeness of AC happenings?
		* AC agreed to make meeting minutes available to the public. Nothing to hide!

Lara will create “modified” version of minutes to be posted on website and sent out via APE (Laurie Ray) and Healthful Living (Burt Jenkins) Listserves.

* + - Lara will explore options for replacement Region 1 Rep.
	1. **Region 2** (Ann) – APE Task Force gaining ground in New Hanover Co. Ann and Barbara will present on AU (managing challenging behaviors) in Carteret Co. in near future.
		+ Barb will request that Carteret open doors for surrounding counties to attend.
	2. **Region 3** (Barb) – Progress Monitoring workshop from DPI provided to the area…phenomenal presentation, extremely well attended, lots of important, useful, resourceful information!
	3. **Region 4** (Kaky) – Kaky was not in attendance to share.
	4. **Region 5** (Tim) – Tim is receiving requests for APE professional development from charter and private schools. Laurie identified two newly appointed charter school consultants for DPI – Kevin Allen and Rob Mcouate. Both have offered to send information/resources from NC-APE-AC to the charter school listserve…Tim will follow up.
	5. **Region 6** (Marie) – Laurie provided date of upcoming Movement Based Instruction inservice in Cabarrus Co. January 22nd. The MBI workshops have become super duper popular! Laurie will email dates and locations of future trainings, and Lara will post on website. CMS has an APE position available. Contact Jolanda or see website for details!
	6. **Region 7** (Stan) – Stan has received a request for APE 101 presentation from Morrisville City PT. Statesville/Iredell Co Schools currently has an APE opening (last hire was unqualified), and will have an additional opening when Stan retires (January?). Stan will email job posting and information to Laurie (send out via APE listserve) and Lara (post on website).
		+ Hiring an APE…don’t forget the bananas – great discussion on how AC can get appropriate/applicable interview questions in the hands of EC Departments conducting APE interviews.

**Hiring an APE – Essential Resources:** Task Force: Barb, Megan, Amy. Task force will put together a packet of essential resources – e.g., interview questions, required qualifications, strongly recommended qualifications/certifications, etc.

All AC – if you have information the task force may find helpful, upload it to the “ACTION Items” folder in Google Drive! Many hands make light work. ☺

* 1. **Region 8** (Bob) – Teacher Prep at the university level…what are APE professors/APE programs doing to prepare potential educators to teach APE after graduation?
		+ Bob would like to create a presentation on the subject, but needs an inventory of NC professors and programs
		+ All AC – add professors, universities, and/or programs to the University APE Contacts/Programs in NC form in Google Drive, or email to Bob by December 6th, 2015.

Location in Drive: NC-APE-AC > ACTION Items > University APE…

1. **Update from DPI (Laurie)**
	1. Laurie continues to advocate for an APE consultant position within DPI, but still no luck.
	2. Information/Inquiries Laurie has submitted to DPI Leadership Team:
		* Contract someone to assist council?
		* Detailed list of issues with APE across the state
		* Request for same wording as other curricular areas – e.g, drop down box for evaluations include APE instead of having to check “Other”
		* Update on re-eval process and another request for memo – need clarity

In the meantime, Lara will add “See your Policy/Compliance Representative for your LEA’s specific requirements” (or something like that) will be added to the re-eval question on AC’s FAQ document and emailed to Laurie for approval.

* 1. Progress Reports – if providing direct service to a student, progress on IEP goals must be documented.
		+ Reports should be measureable – identify where the student is in relation to his/her IEP goal(s).
		+ All AC – will someone find the link to this policy?
	2. Licensure
		+ APE: Universities determine what graduates are prepared/qualified to teach…not DPI.
	3. Increase awareness of council activity:
		+ Present to ECAC – Megan is a member and will contact organization to set-up a presentation.
		+ Council Report – AC will document all meetings, Great Activities submissions, workshops, presentations, consultations (phone and in person), etc and submit to Laurie annually.

Document information in Google drive, on a post it note, in your diary, wherever! Just be sure to document everything, and eventually add information to the form in drive (folder is titled “Council Reports”…original, I know)

Information collected will support:

DPI APE Liaison

AC’s importance

Grant funding

Contracting of APE personnel within DPI

Budget requests

All AC – if you provided trainings, presented at a conference, submitted to Great Activities, etc… add it to the 2015 doc in Google drive. Pretty, pretty, pretty please.

1. **Caseloads**
	1. Tim will email AC members for more information related to program set-up.
	2. All AC – if you have not submitted your time log to Tim, please do so.
2. **Playworks**
	1. Request for AC to review modifications manual
	2. Invite Playworks rep to attend February council meeting to present suggestions/feedback.
	3. Barb will follow up via email.
3. **Unifying Forms**
	1. Stay tuned for an email from Lara…
4. **Requested Workshops/Professional Development Opportunities from AC**
	1. Develop protocol – what steps should be taken to increase efficiency and consistency?
		* Notify LT, check Laurie’s availability, outline host’s responsibilities (create official form with AC logo), add to Council Report, and the list goes on.
	2. Folder has been created in the drive under “ACTION Items”
	3. **PD Task Force** – who wants it? Table until February meeting?
5. **Homework**
	1. All AC – explore the NC-APE-AC folder and all the glorious information within. If you can’t access the folder, email Lara.
6. **Future Meeting Dates**
	1. February 19th, 2016 – Leadership Team
	2. May ~~6~~~~th~~ 20th, 2016 – All Council (please note the date change)
7. **Tabled Items**
	1. Order more polos/shirts
	2. Generate list of TOYs
	3. Establish subgroups for large, ongoing tasks
	4. Establish work groups for shorter, time sensitive tasks
	5. US Games Equipment Order

Meeting adjourned 11:00