

**Meeting Minutes**

**Date:** February 26th, 2016

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

**Scheduled Start Time:** 9:30

**Attendees:**

Leadership Team: Barbara Meleney, Jolanda Hengstman, Ann Hughes, Vicki Simmons, Bob Beaudet, Teresa Hudson, Tim McMillan

DPI: Laurie Ray – NC DPI EC Division, PT Consultant, Adapted PE Liaison

Burt Jenkins – NC DPI Healthful Living Consultant (919) 807-3637 burt.jenkins@dpi.nc.gov

9:42 - Jolanda called meeting to order.

**Reminders:** Submit mileage reimbursement (Laurie took pile), turn in lunch order, rummage through APE apparel from CMS folks and take your favs before leaving!

\*\*AC = Advisory Council (all members) LT = Leadership Team

\*\*Hyperlinks – Blue, underlined text is linked to additional info; press Ctrl and click link to access.

1. **Sharing of Activities/News/Region Updates**
	1. **Region 1 – Lara Brickhouse (update provided via email)**
		1. Recruitment for Region 1 rep replacement in process.
			* Additional APE folks in Region 1 are few and far between and PE teachers are unable to commit because of substitute costs.
			* Laurie recommended contacting Dare Co who has a solid, progressive EC program. Jolanda will inquire with Dare, Lara will explore additional avenues in the search – EC Directors, Healthful Living contacts, etc.
		2. APE Program at ECU – new APE person, Dr. An, has requested to audit AC meetings, but is not prepared to serve as council member. Ann will extend an invitation to Dr. An to audit.
		3. Lara presented in Scotland Co. and High Point University – sessions were well received, and both locations have requested follow-up sessions.
		4. Lara could not attend the meeting in person – Barb took partial minutes and meeting was recorded so Lara could transcribe.

\*\*Sidebar - Burt stated that the lack of funding for substitutes continues to be an issue across the state. Jolanda asked about [ESSA](http://www.shapeamerica.org/advocacy/upload/Getting-Started-with-ESSA-eguide_Final.pdf) (Every Student Succeeds Act, December 2015) and relationship to professional development and support for Healthful Living. Burt’s response:

* Healthful Living is now part of the big table, and will be included in all conversations related to money/funding.
* ESSA is brand new, so (currently) there are no guidelines or information on who/where/how funds will be distributed. 2004 IDEA took until 2007 to get regulations, but these regulations should happen much faster.
* There is potential for funding to cover the cost of substitutes in order for PE teachers to attend professional development.
* Burt will share information with Laurie as he gets it.
	1. **Region 2 – Ann Hughes**
		1. APE taskforce continues to revise/revamp APE in New Hanover. Task Force is currently looking over AC’s forms in Google Drive. Making progress!
		2. Ann and Barb were planning to present “Teaching Physical Education to Students With Autism” in Carteret Co. but presentation was canceled due to weather related school cancellations.
			+ Randy Olmstead, Sportime, donated equipment for the session. THANKS, Randy!
		3. Ann met with Pender Co. PT, Scott Parker, and shared AC resources.
	2. **Region 3 – Barbara Meleney**
		1. Barb and Lara recently met with APE Specialists from Chapel Hill Carrboro City Schools, Pat Hurlman and Roberto Aponte, to discuss all things APE.
		2. Students from North Carolina Central University have started spring volunteer hours with DPS APE.
		3. Lara started an inclusive PE program at local middle school.
	3. **Region 4 – Kaky McPeak**
		1. Kaky was unable to attend meeting.
	4. **Region 5 – Tim McMillan**
		1. Time Study: Tim has researched and cannot find consistency or consensus. Next steps?
		2. Laurie reports: PT and new EC Director in Randolph Co. have made major changes to better the EC program and have set a model for other counties in relation to PTs not being substitutes for APE Specialists.
		3. Vicki attended a [Partner’s in Policymaking](http://nccdd.org/public-policy/public-policy-programs/partners-in-policymaking.html) event on the History of Disability – coordinated by Deborah Whitfield. Vicki will be presenting on reverse inclusion in the near future.
		4. Guilford County: very supportive HPE Administrator – has requested for APE in-services in GCS numerous times…GCS APE crew are finalizing details.
		5. Haynes-Inman was chosen as one of only four schools in NC as a [School of Character](http://haynes-inman.gcsnc.com/pages/Haynes-Inman_Education_Center/News/GCS_Schools_Recognized_for_Foc)!
	5. **Region 6 – Jolanda Hengstman (on Marie’s behalf)**
		1. New Healthful Living website in CMS: [www.cmshpe.com](http://www.cmshpe.com)
		2. APE group is updating/streamlining current information/paperwork
		3. No requests from other counties for presentations. Jolanda reached out to Iredell Co. to check on Stan’s replacement, and reported there have been two APE Specialists hired,
			+ One is from Virginia with APE experience and possibly a good fit for AC
		4. CMS has hired two APE Specialists – Ashley Morris and Jamey McIntyre.
	6. **Region 7 – Vacant (formerly Stanley Rogers)**
		1. Laurie reports – Wilkes Co. PT, Glen Neal, continues to advocate for the development of an APE program.
			+ Glen and his task force traveled to Pitt County to see APE in action last school year, and hope to implement a program in the fall.
	7. **Region 8 – Teresa Hudson**
		1. Students from Western Carolina University are volunteering with APE program.
		2. Laurie reported that Mitchell Co. has made huge strides towards improving all aspects of EC department, including creating guidance documents.
1. **Review of Minutes from October 30th, 2016 Meeting**
	1. Jolanda sent email (1/14/16) summarizing minutes and action items “To Do List” to AC.
	2. Everyone has access the NC-APE-AC folder in Google Drive, including ACTION Items Folder.
	3. Update on ACTION Items:
		1. Grants – Workgroup: Kaky, Jolanda
			* Jolanda has emailed Kaky for update…will share with AC as received.
		2. Protocol for PD from AC - Host Responsibilities – Workgroup: ???
			* Members of workgroup were not appointed at October meeting…any updates?
			* Bottom line – we’re working too hard and stretched too thin to continue providing PD free of charge.
			* Barb suggested we request donations to AC.
			* Host Responsibilities:
				+ Collaborate with surrounding counties – split cost of donation
				+ Registration
				+ CEU certificates for all attendees, even outside of host county
				+ Identify local personnel to do follow ups and communicate with AC
			* Laurie has list of must haves and negotiable items she will share.
		3. Unifying Forms **–** Workgroup:Ann, Amy and Lara
			* The idea – take information from closely related forms and combine, consolidate, add AC logo, make forms user friendly, share.
			* Many forms have been collected from AC – located in “Unifying Documents” folder in Drive – thank you to those that have shared!
			* Lara will reach out to Ann and Amy for follow up and plan of action.
			* Target completion date – August 2016
		4. University Connections – Workgroup: Bob
			* Working on list of contacts – Bob has been researching other APE programs at the university level in NC.
			* All AC – if you haven’t done so already, please add APE contacts at university level that you know of – see ACTION folder in Drive.
			* Low enrollment of PE majors throughout NC. NC A&T has renewed APE; Gloria Palma will oversee grant and is looking for people to teach over the summer. For more info, contact Vicki!
		5. EC Director Starter Kit – Workgroup: Barb, Megan, Amy
			* Still in the works.
			* Laurie’s recommendation:
				+ Create the APE job description so everyone knows what the job looks like

Describe the variety of models used to carry out a program.

Create recommendations for hiring based on different models.

Include a flow chart of eligibility 🡪 services.

* + - * + Ann reports that Megan has created something similar, and will contact her for a copy.
		1. APE Handbook or *APE Manual of Best Practices*: Workgroup: Lara, Jolanda, ??
			- Manual would be specific to NC and include council “publications”
				* Guidance docs
				* Documents and tools/forms – evals/assessments, data collection, referral, etc.
				* APE Continuum
				* Description of various service delivery models
				* FAQs
				* Related legislation
				* Resources
			- CMS is creating a handbook for APE for their system – Great jumping off point for AC handbook.
			- AC manual will be published online.
			- More work to be done! No timeline established.
		2. Playworks – Barb
			- Playworks requested assistance from AC with newly developed Adapted Curriculum.
			- No contact since original contact at NCAAHPERD-SM conference in November.
			- Barb will email to check in.
		3. Great Activities – All
			- Teresa: Sensory Obstacle Course – Jan/Feb
			- Amy: Aquatics/Water Safety – March/April (I think!)
			- Lara: Get Outside – May/June
			- All call for articles was sent out to Laurie’s listserve – no responses
			- Jolanda will email information to Burt to send out
		4. US Games Partnership – Lara
			- US Games has agreed to provide equipment for AC to use at presentations.
				* AC will request at least three sets of equipment

East, Central, and West

Ensures statewide exposure for US Games

Easier for AC members – no need to drive across NC to pick up equipment

* + - * + USG presented 2 options for selling equipment

AC sells equipment to conference/presentation attendees directly,

AC distributes order forms, attendees contact US Games – Winner!

* + - * + All AC – add to “Equipment Wish List – 2016” document in ACTION folder.
			* Presenters Network Team – Lara has requested additional info and will share as it is received!
			* USG wants our input on equipment modifications and development! Add your suggestions/recommendations to the following to the Wish List in the Drive folder…
				+ All AC – Ideas to modify **current** USG equipment to meet the needs of specific learners:

For example: USG’s Grab Balls are a little on the heavy side. Suggestion:

lighten up!

* + - * + All AC – Ideas for development/creation of non-existent equipment.
1. **Presentations, Conferences, and Professional Development (Oh MY!)**
	1. Regional Presentations from AC – *APE 101*:
		1. Laurie reiterated that most of the state is not sure what an APE program is/should be, and has requested:
			* All AC Region Reps – reach out to EC Directors within your region toooooooooo……

introduce ourselves,

offer support,

suggest scheduling a regional APE meeting/presentation from AC,

share updated flyer outlining/explaining contents of “APE 101” presentation, and list of other available presentations:

Lara will update flyer to include such info and send to region reps by 4/26/16.

Lara has a question – should we finalize the “PD Protocol/Host Responsibilities” document before reaching out?

List of [EC Directors](http://ec.ncpublicschools.gov/directory/lea-ec-program-directors) by LEA

FYI: Email addresses are not provided

List of [DPI Regional Consultants](http://ec.ncpublicschools.gov/directory/regional-consultants)

* + 1. All AC Region Reps – reach out to [NCAAHPERD-SM Regional Representatives](http://www.ncaahperd-sm.org/ncpea-board.html) with same info.
		2. Lara will send AC contact list (with regions listed) to Burt to add to list serve.
	1. [2016 NCDCDT Transition Conference](http://ncdcdt.org/), Greensboro, NC, April 20th-22nd, 2016
		1. Conference topics do not include anything in regard to health/leisure/lifetime activities:
			+ AC will explore opportunity to present “Transition to an Active Life” in 2017,
				- Presentation can be found on our website or in the Drive.
	2. [National PE and School Sport Institute](http://nationalpe.com/), Asheville, NC, July 25th – 27th
		1. Jolanda reached out to Artie and offered ideas for APE related sessions,
		2. Artie has requested up to 7 presentations (same as last year),
			+ Ashley Thomas (Bridge II Sports) is also presenting
		3. Per Artie: NC Center for Health and Wellness is considering using NC Fellows funds to cover registration for the conference for APE teachers,
		4. Jolanda will inquire and communicate with Artie and Ashley to determine plan of action.
	3. DPI EC Conference, Greensboro, NC, November 9th – 12th, 2016
		1. Discussion on presentations/poster session.
		2. LT suggestion: APE Institute – other institutes on first day of conference are very beneficial (PT, AU, SLP, etc). Is this possible?
			+ Have to have someone from DPI run the institute, and Laurie is already booked with PT Institute. Space is also an issue.
			+ Other options:
				- AC presents at the Autism Institute,
				- Half day AU Institute/half day APE Institute
			+ Jolanda, Barb, and/or Lara – send Laurie an outline of what APE institute would consist of:
				- Potential content, presentations available, areas to be covered, etc.
			+ Laurie will investigate and report findings.
	4. [NCAAHPERD – SM](http://www.ncaahperd-sm.org/cgi/page.cgi/_article.html/Featured_Articles/Holiday_Special_on_Convention_Registration_), Winston Salem, NC, November 9th – 12th, 2016
		1. Barb will call Aimee Scott to discuss presentations, secure location/space
		2. Deadline for proposals is July 1st, 2016
	5. Specially Designed Instruction and Progress Monitoring - DPI
		1. Continues to make its way around the state, most recently in Charlotte.
		2. The workshop gives you the ingredients, attendees do the cooking:
			+ What data to collect,
			+ How to report it,
			+ How to use it.
	6. Movement Based Instruction in the Classroom - DPI
		1. Sessions are booked before Lara can even post on our website!
		2. Requests still coming in
		3. Laurie and Lauren are working on a Train the Trainer Program that will produce additional Movement Based Trainers – plans not firmed up, in the works.
			+ Anyone interested in becoming trainer should email Laurie.
			+ AC members have been added to Laurie’s list.
1. **Treasurer Report (Sunshine Fund):** Teresa
	1. AC currently has $221 in account.
2. **Website Update:** Lara
	1. NC-APE.com stats:
		1. Averaging 232 views per week
		2. Most visited pages as of 4/5/16:
			* FAQs
			* Resources

**www.NC-APE.com**

* + - * Who We Are
	1. Shout Outs on home page to US Games, SPARK, and Human Kinetics for donations.
		1. Lara will add Sportime
	2. Info added:
		1. APE Podcast and APE YouTube channel – Home page
		2. Modified versions of meeting minutes – Resources page
	3. APE Job Openings
		1. All AC – can anyone confirm an APE opening in Randolph Co? Any other openings?
	4. Energizers and Brain Breaks
		1. All AC – feel free to share any resources you have!
1. **Healthful Living Update:** Burt
	1. ASW: State Board is considering removing Standard 6, and integrating it into existing standards 1-5. Legislature removed the ability for LEAs to apply for waivers, so those that had waivers will be **required** to participate next school year. APE is not currently part of the process:
		1. ASW is not appropriate/customized for APE;
		2. There are no APE educated peers (peer review process) to review data/submissions;
		3. Current process does not measure APE instruction and teachers accurately;
		4. Entire process and required content must be “adapted” to meet specified needs.
	2. Physical Activity – Students being pulled from PE for tutoring/resource? Suggestions:
		1. PA is not PE.
		2. Principals have the most power, local control, DPI has to send parents back to principals - chain of command. Local control = no punitive measures. For example: HACP – only punitive measure is to identify the counties that did not submit/follow policy.
			* Suggestions/Info to Share:
				+ Students pulled from PE cannot be properly assessed (ASW)
				+ Pick your battles
				+ Involve parents
				+ Share [Active Living Research Infographic](http://activelivingresearch.org/sites/default/files/ALRInfographic_ActiveKidsLearnBetter_Jan2015.jpg)

Break for Lunch 12:00.

Meeting resumed 12:38

\*\*Note: Last bit of meeting did not record, so please feel free to add to or correct any info below!

1. **DPI EC Update:** Laurie
	1. Roll out of updated IEP forms – Fall 2017
		1. Large stakeholder group was pulled together, sub groups were formed…lots of vetting
		2. Streamline process, decrease the number of pages and improve the efficiency and flow:
			* DEC 2 & 7 will be combined
			* DEC 3 & 6 will be combined
			* DEC 1 & 2 will be combined
		3. DPI recognized that APE info on the forms needed to be changed.
			* Areas of concern (PE included) instead of under special factors.
			* PE will be included with all curricular areas.
		4. Forms are being finalized then will be piloted.
		5. Laurie has fought the good fight! Thank you Laurie!!
	2. Guidance Documents– no new news on approval for docs submitted by AC.
	3. Course codes – there are only PE course codes, and APE will not be assigned a course code
		1. Burt reports the push is to simplify not add.
	4. Licensure – no update.
		1. LT recommendation: Require CAPE certification and PE licensure to teach APE
			* Not likely to happen with shortages.
	5. Exiting from APE – DPI understands that exit from APE should not require an eval, but hands are tied:
		1. At the local level – everyone has been told a re-eval is required
		2. Stay the course until revised policy and forms are rolled out from DPI
	6. Senate Bill 524 – passed, but money already going to go to several entities.
	7. Laurie’s Priorities:
		1. CAPE recognition,
		2. PE Licensure for those teaching PE course codes,
		3. APE powerpoint for LEAs approved and posted,
		4. Request APE Institute,
		5. Task force for APE job assessment (teacher eval) – develop a tool that provides evaluators with an understanding of what to look for
			* Partner with other itinerant, special service instructors (HI, VI, home bound)
				+ Current AC Workgroup: Lara, Ann, Stan – need a replacement for Stan.
				+ Lara will contact Laurie
2. **Previously Tabled Items**
	1. Charter Schools: disseminate info about in-services
	2. APE TOY nomination – ask for nominations via APE listserve
		1. Jolanda will follow up
3. **Future Meeting Dates**
	1. May ~~6~~~~th~~ 20th, 2016 – All Council (please note the date change)

Meeting adjourned 1:30 pm.