

**Meeting Minutes**

**Date:** February 3rd, 2017

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

**Scheduled Start Time**: 9:30

**Attendees:**

Council Members: Jolanda Hengstman, Barbara Meleney, Lara Brickhouse, Bob Beaudet, Teresa Hudson, Ann Hughes, Tim McMillan, Jennifer Parton, Ashlie Beavers, Amy Clark, Megan Davis, Kelly Givens

DPI: Dreama McCoy – Section Chief - Supporting Teaching & Related Services

Laurie Ray – Consultant for PT, Medicaid, and Liaison for APE

Guests: Brad Burke, APE, Rowan-Salisbury Schools

\*\*[Hyperlinks](file:///C%3A%5CNC-APE-AC%5CMeeting%20Minutes%5C2016%20Minutes%5CNC-APE.com) – Blue, underlined text is linked to additional info; press Ctrl+click link to access.

Jolanda called meeting to order.

1. **Greetings/Reminders/Quick Updates**
	1. Welcome Dreama McCoy (NCDPI Section Chief) and Brad Burk (APE – Rowan-Salisbury

 Schools) to the meeting!

* 1. Complete mileage form and send to Melinda Tomlinson at DPI for reimbursement.
	2. FYI – Jolanda and Amy have to leave meeting early.
1. **Calendar/Presentations:**
	1. All AC: send upcoming AC presentations to Laurie ONE month prior to event…Laurie will share with APE and EC Director listserve.
	2. GREAT Activities
		* Jan/Feb – Jolanda
		* March/April – Barb
		* All AC: Article(s) needed for May/June (due April 1st)
		* All AC: Submit articles for future, encourage colleagues to submit.
		* Laurie will send “all call” to APE listserve
			+ Jolanda – write up from email exchange attached, ready for Laurie to send?
	3. Southern District Conference, Baton Rouge, January 9th – 12th, 2017
		* Lara attended, met former TOYs, assisted 2015 SD TOY, Anna Roberts, in presentations, touched base with Jade Ng (SQAIR), Sportime, US Games.
		* Conference was well attended, plenty of LA/Mardi Gras spirit, well organized, lots of networking opportunities.
		* 6 APE/APA related presentations – Inclusion, AU, T&F for Para-Athletes, Modifying Equipment for Success, Developing Rec. Programs, Benefits and Opportunities in Adaptive Sports
		* 2018 Southern District and National Convention in Nashville, TN
			+ Council to explore presentation opportunities
	4. APE Inservice, Carteret Co – Ann and Barb
		* Info flyer tweeted 2/15/17
		* Expenses covered – hotel, travel, and donation to NC-APE-AC
	5. [SHAPE National Conference](http://convention.shapeamerica.org/), Boston, March 14th – 18th, 2017
		* Lara will attend – full schedule of TOY events and requirements
		* National TOY recipients announced at banquet March 17th
	6. [Physical Education Leadership Training](http://www.ncaahperd-sm.org/spring-pelt.html) (PELT), Black Mountain, March 31st – April 2nd, 2017
		* Online registration closes March 20th, 2017
	7. [National PE & School Sport Institute](http://nationalpe.com/), Asheville, July 24th – 26th, 2017
		* Artie has offered accommodations, booth, and registration to AC at no cost
		* AC will present – Make it Take it, possibly session on AU…TBD
		* AC will contact the following groups/organizations to suggest collaboration and provision of APE “Point of View” within presentations:

This is a tentative list based on last year’s presenters…other groups/orgs we should reach out to?? Won’t know everyone that’s presenting until program is released.

* + - * 2016 National TOYs – Lara
			* US Games/OPEN – Lara
			* Sportime/SPARK
			* Flaghouse
			* Bridge II Sports
			* SQAIR – Ann
			* ExerciseBuddy – Lara
		- Can AC have MORE of a presence?
			* Jim Rich Service Award?
				1. Award given by AC for support of all things APE…in Jim’s name, of course!
	1. [DPI Summer Institute](http://ec.ncpublicschools.gov/conferences-profdev/summer-institutes), Greensboro, July 24th – 28th, 2017
		+ Laurie submitted proposal for APE Goal Writing
	2. [Annual NCPEID Conference](http://ncpeid.org/index.php/conferences/4-annual-conference), Arlington, VA, July 27th – 29th, 2017
		+ Bob and Lara discussed attending…final decision TBD
	3. [NCAAHPERD-SM Convention](http://www.ncaahperd-sm.org/cgi/page.cgi/_calendar.html?evt=31), Winston-Salem, November 2nd – 4th, 2017
		+ NC-APE-AC will have info booth, presentations TBD
		+ Deadline for nominations: July 1st, 2017
	4. [DPI EC Conference](http://ec.ncpublicschools.gov/conferences-profdev/annual-conference) – APE Institute, November 15th – 17th, 2017
		+ Call for proposals will be on March 15th
		+ Deadline for proposals April 28th
	5. Giveaways at Conferences
		+ Amy will explore options for lapel pins, stickers, and magnets with AC logo
		+ Lara needs to email Amy the image – STAT.
1. **Review of November 10th Meeting Minutes**
	1. NC-APE-AC PD Survey Results from APE Institute
		* LOTS of positives!!!
		* Highlights
			+ Voluntary participation = 96.08%, Mandatory = 3.92%
			+ Percentage that would attend additional sessions/presentations from NC-APE-AC = 92.16%
			+ Three words to describe session:
				1. “Fun, informative, realistic”
				2. “Amazing, applicable, practical”
				3. “Engaging, worth it!”
				4. “Outside the box”
	2. Current and Ongoing Projects
		* Structure and Leadership of AC – tabled
		* Equipment Bags for Presentations – Lara
		* Ideas for Equipment to US Games – Lara
		* Movement Based Instruction: Train the Trainers – Laurie
		* APE Job Assessment/Evaluation Tool – Laurie
			+ Develop appropriate tool for itinerant teachers
			+ CMS has started working on this.
			+ When stakeholder group is formed, Laurie will reach out to AC for input and volunteers.
		* CAPE Certification – Jolanda
			+ Jolanda spoke with Tim Davis from APENS
				1. Updating current study guide, release of new edition has not been determined.
				2. Tim offers email-based study assistance free of charge. Additional opportunities for study sessions/workgroups warranted.
				3. Laurie will send out inquiry to listserve – want full or half day training?
				4. Jolanda will contact Tim Davis to follow-up.
				5. Lara will share contact info for NC A&T and ECU professors requesting assistance with Jolanda.
		* Workgroups
			+ Communication Committee – Lara, Tim, Megan, Ashlie, Kelly
				1. Lara will email committee
			+ APE Manual – Barbara, Lara, Jolanda, Amy
			+ EC Director Starter Kit – Barbara, Tim, Ann
			+ University Communication/Assistance – Bob, Kaky, Vicki, Barbara
			+ Grants – Jolanda, Kaky
2. **DPI Updates – Laurie and Dreama McCoy**
	1. New/redesigned IEP forms – intended roll out Fall 2017
	2. DPI version of APE Powerpoint in final stages – awaiting approval from Bill Elvey
		* Will be posted on [DPI APE webpage](http://ec.ncpublicschools.gov/instructional-resources/adapted-physical-education)!
	3. Ongoing debate – to re-eval, or not to re-eval…that is the question.
		* Decisions should be based on…
			+ Mandatory testing/assessment?
			+ Review of current data?
		* CMS has created simple document – see handout given at meeting
	4. APE Brochure needs updating
		* Workgroup established – Laurie, Barb, Lara
	5. Certified Adapted Physical Educator (CAPE) Endorsement
		* Laurie continues to advocate for CAPE recognition
		* NC State Board of Ed does not want to exceed federal requirements
	6. DPI Guidance Documents
		* In process of being updated (last update 2008)
		* Will be re-posted to webpage when complete
	7. [APE Lending Library](https://www.med.unc.edu/ahs/physical/schoolbasedpt/resources/lending-library/pe-and-adapted-pe)
		* GREAT resource, lots of good reads
		* Increase in traffic
		* SHOUT OUT to Laurie for maintaining this!
		* Lara will add link to library on NC-APE.com AND Tweet about it!
	8. Regional EC Director meeting – May 2017
		* Dreama will advocate for AC to be added to the agenda.
	9. Laurie has been invited to New Director’s Institute – lots of APE love to be shared.
	10. Laurie has been working with Carol Ann Hudgens to include APE in DPI’s progress monitoring/compliance process.
		* Don’t panic!...unless you’re out of compliance ;)-
	11. APE Consultant Position APPROVED!
		* Part-time position
		* AC will assist in identifying potential candidates
			+ Current APE Specialists
				1. Contract with school district
			+ NC-APE-AC retirees
				1. Send recommendations to Jolanda
		* AC will continue to provide proof/data indicating need
			+ Ongoing updates to [Activity Report](https://docs.google.com/spreadsheets/d/1kEUXuTxreuZx9ogNRJ5XS3I9pAddwPJBo9FUqXlZTdU/edit?usp=sharing)

2017 Activity Report located in NC-APE-AC Drive Folder. Access via Google Drive, link sent in email, and/or this super cool hyperlink

* + - * Meeting Minutes
			* Webpage stats
		- A MILLION THANK YOUS to Dreama and Laurie!!!

1. **Website Report**
	1. Page Views per Week = **604** (as of Feb 28th)
	2. Unique (first time) Visitors per Week = 238
	3. Most recent updates have been made, more to come!
	4. Lara will email Communication Committee for assistance, guidance, hand holding, and hugs.
	5. All AC: please continue to send photos, videos, useful resources, etc to Lara to post.
2. **Sharing of Regional News/Updates**
	1. Region 1 – Lara:
		* APE Workshop @ ECU Feb. 27th – Coordinated by Dr. An, ECU APE Department
			+ Bridge II Sports presenting various adapted sports/activities
			+ Lara presenting on NC-APE-AC – will provide AC updates, ongoing/accomplished projects, upcoming presentations, show website, answer questions, etc.
	2. Region 2 – Ann and Megan
		* Ann has been contacted by surrounding counties requesting assistance
		* Megan invited Charla Krahnke to present to Craven Co. PE teachers
	3. Region 3 – Barbara
		* Extending support to county within Region 3 experiencing difficulties with mandates and expectations from county admin.
	4. Region 4 – Kaky
		* Kaky was unable to attend the meeting
	5. Region 5 – Tim, Vicki, Ashley
		* Five high schools within Guilford Co. Schools are participating in Special Olympics Unified Champion program (formerly known as Project Unify)
		* Vicki and Ashley were unable to attend meeting
	6. Region 6 – Jolanda, Amy, Kelly
		* CMS is making moves!
			+ APE Facebook page – lots of uplifting photos and videos!
			+ Autism Newsletter – great resource. Newsletters are posted on webpage.
		* Gaston Co. continues to promote and establish Unified Champion schools.
	7. Region 7 – Vacant
		* AC will continue to explore possible replacement.
	8. Region 8 – Teresa and Jennifer
		* University student working with Teresa to complete practicum hours
		* Jennifer pushing to present to Region 8 EC Directors – keep on keepin’ on!
		* Clay Co. EC Director contacted Laurie with APE related questions.
3. **Future Meeting Dates**
	1. April 28th, 2017

Meeting adjourned 3:00pm