

**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:\NC-APE-AC\Meeting%20Minutes\2016%20Minutes\NC-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