

**Meeting Minutes**

**Date:** September 23rd, 2016

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

**Scheduled Start Time:** 9:30

**Attendees:**

Council Members: Barbara Meleney, Jolanda Hengstman, Ann Hughes, Vicki Simmons, Bob Beaudet, Teresa Hudson, Tim McMillan, Lara Brickhouse

DPI: Laurie Ray – NC DPI EC Division, PT Consultant, Adapted PE Liaison (1:00 via phone)

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

9:40 – Meeting called to order.

1. **Sharing of Activities/News/Region Updates**

**![C:\Users\lara_brickhouse\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\ZD4TVY2P\fireworks[1].png]()**

**![C:\Users\lara_brickhouse\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\ZD4TVY2P\fireworks[1].png]()**

**Congratulations to Tim – NCAAHPERD-SM APE Teacher of the Year!**

* 1. **Region 1 – Lara Brickhouse**
		1. Presented to NC A&T graduate students enrolled in - “**PAPERS**” (*Preparing Adapted Physical Educators to Render Services).*
		2. NC A&T has requested workshop/study session for APENS exam.
			+ Kaky is AC contact for APENS and has been in touch with NC A&T to plan…Lara will follow-up with Kaky.
		3. Extended invite to AC meeting to Stephanie Little and Chris Walker of [NCPEA](http://www.ncaahperd-sm.org/physical-education.html). Both had prior obligations, but have enthusiastically agreed to assist and support the NC-APE-AC if/when needed.
			+ Lara will send upcoming events and related info to NCPEA and request that info is shared.
		4. Emailed Dr. Jihoun An (APE professor @ ECU) regarding current research topic:
			+ “The aim…is to re-design an APE course to prepare pre-service PE teachers to be an inclusion specialist and explore their experiences of the course.”
			+ Research Abstract is posted in *University Level APE* folder in Google Drive.
		5. The NC-APE-AC has a Twitter handle! **@NCAdaptedPE**
			+ Feel free to follow, edit, contribute, etc! Twitter support needed!
			+ Social icon, news feed, and Twitter links have been added to website.
	2. **Region 2 – Ann Hughes**
		1. Onslow Co. requested PD from AC, but has not contacted Ann since.
			+ Update (10-10-16): Greg Grantham, Healthful Living Coordinator for Onslow Co, requested Oct. 20th APE PD from Dr. An @ ECU.
			+ Dr. An is unable to attend, forwarded email to Ann and Lara to request assistance.
			+ Ann shared APE Institute flyer and encouraged Onslow educators to attend.
			+ Lara or Ann will follow-up with Grantham.



* + 1. Met creator of [SQAIR](http://www.sqairs.com/#landing), Jade Ng, at NCPEI – Jade graciously donated two “Sqairs” to AC. Ann is currently using them in New Hanover Schools.
			- SQAIR is the “Featured Equipment” on our website along with a “Shout Out” to Jade Ng, SQAIR’s creator! You scratch my SQAIR back, I’ll scratch yours!
		2. Presentations at UNCW: Adapted Aquatics x 3, and APE service delivery/collaboration.
	1. **Region 3 – Barbara Meleney**
		1. DPS APE crew presenting to elementary level PE teachers:
			+ Teaching PE to Students with Autism.
		2. NCCU students attending APE classes as part of practicum.
		3. Disconnect between university level professionals and APE Specialists
			+ Bob will contact university level professionals
			+ Possible meeting at NCAAHPERD-SM Conference?
	2. **Region 4 – Kaky McPeak**
		1. Kaky was unable to attend meeting.
	3. **Region 5 – Tim McMillan**
		1. Piedmont School (Private) has requested APE PD
			+ Tim will follow-up
		2. GCS APE crew met with supervisor – outlook for next year is to maintain same amount of APE Specialists (8).
			+ Estimate – 450 students with APE in IEPs.
		3. Caseload numbers continue to climb
			+ Carol Ann Hutchins is open to meeting about this.
			+ Tim and Vicki will head up this committee.
		4. Dreama McCoy (DPI) has requested to attend council meeting. Vicki will follow-up?
		5. Vicki presented to NC A&T graduate students enrolled in - “**PAPERS**” (*Preparing Adapted Physical Educators to Render Services).*
		6. Haynes Inman Indoor/Outdoor Adventure Day is November 1st!
			+ Vicki – please share photos or coverage to post on Twitter and website.
	4. **Region 6 – Jolanda Hengstman**
		1. CMS APE has a [Facebook Page](https://www.facebook.com/groups/CMSAPE/) in addition to info on the [CMS Healthful Living](http://www.cmshpe.com) website.
			+ Links have been posted on our website!
		2. Ashley Thomas (Bridge II Sports) is in need of schools for the Adapted Sport Program.
			+ See email from Ashley or contact Jolanda for more details!
	5. **Region 7 – Vacant (formerly Stanley Rogers)**
		1. No update
	6. **Region 8 – Teresa Hudson**
		1. Charter school in Buncombe Co. requested Teresa’s assistance with APE evaluation and related IEP goals.
		2. University update from Bob – Still working on comprehensive list of APE contacts at the university level. Will use gathered info to network and advocate for APE.
			+ Has identified a need for assistance with APE practicum programs.
			+ Will reach out to university professors.
1. **Review of Minutes and ACTION Item Updates**
	1. ACTION Items/Ongoing Projects from AC:
		1. Grants – Workgroup: Kaky, Jolanda
			* Jolanda never heard back about the Friends of NCAAHPERD-SM grant.
			* Due date for this grant is typically in June or July…not good timing.
		2. Host Responsibilities – Workgroup: Jolanda/Lara
			* Lara will send to AC for edits/final approval asap.
		3. Unifying Forms **–** Workgroup:Ann, Amy and Lara
			* Forms are/will be unified as the APE Handbook is developed.
		4. University Connections – Workgroup: Bob
			* All AC – add university level APE contacts to *University Level APE* folder.
		5. EC Director Starter Kit – Workgroup: Barb, Amy, Tim
			* Laurie suggested asking EC directors in LEAs that do not have APE specialists what they need/want to know.
			* Update coming soon.
		6. APE Handbook or *APE Manual of Best Practices*: Workgroup: Lara, Jolanda, ??
			* Manual would be specific to NC and include council “publications”
			* More work to be done! No timeline established.
		7. Great Activities – All
			* Nov/Dec: Ashlyn (CMS) submitted Body part lesson.
			* Jan/Feb deadline December 1st
			* March/April deadline February 1st
		8. US Games Partnership – Lara
			* US Games provided tons of equipment for AC at NPEI!
			* Lara has requested two duplicate bags for AC - East, Central, and West
			* All – Access the *US Games Equipment* folder in Google Drive and provide ideas/suggesstions for:
				+ **Equipment Design/Modifications**: ideas for equipment that is not in existence, but should be, OR equipment that US Games does not have, but should.
				+ **Equipment Wish List**: additional equipment needs for professional development/conference presentation bags.

If you would like to know what we currently have, email me. ☺

* + 1. Record Keeping: Donors/Donations – Teresa
			- Need to track donors and/or donations
			- Lara will create spreadsheet in the Drive folder
				* Will email council for additions/input
			- When spreadsheet is updated, Teresa will maintain upkeep. ☺
		2. Activity Report – All
			- We’re working hard! Let ‘em know!
			- Laurie’s working overtime! Let ‘em know!
			- All – add any and all information to the *Activity Report – 2016* spreadsheet located in the *Council Reports* folder:
				* If you’ve provided assistance, consultation, workshops, emails, phone calls, etc related to APE in NC, jot it down!
				* Requested due date: **October 20th, 2016**
1. **Presentations, Conferences, and Professional Development**
	1. Regional Presentations from AC – *APE 101*:
		1. When approved, the “Host Responsibilities” document will be added to informational flyer.
			* Lara/Jolanda will email flyer when ready for distribution, AC will send to:
				+ [EC Directors](http://ec.ncpublicschools.gov/directory/lea-ec-program-directors) (email addresses not accessible)
				+ [DPI Regional Consultants](http://ec.ncpublicschools.gov/directory/regional-consultants)
				+ [NCAAHPERD-SM Regional Representatives](http://www.ncaahperd-sm.org/ncpea-board.html)
	2. [National PE and School Sport Institute](http://nationalpe.com/), Asheville, NC, July 25th – 27th
		1. SUCCESS! AC provided:
			* Make it Take it
			* Teaching Autism to Students with Special Needs
			* Teaching Sports the Differentiated Ways
			* Unified Sports
		2. Bridge II Sports – Sit Volleyball, Boccia, WC Basketball, Goalball, and Legislation Updates.
		3. **2017** NPEI – AC to explore additional presentation avenues:
			* Possibly tag-team with other organizations to provide APE guidance/input
				+ Bridge II Sports



* + - * + US Games Presenters Network
				+ Exercise Buddy
				+ And more!
	1. [APE Institute](http://ec.ncpublicschools.gov/conferences-profdev/annual-conference) – November 8th from 9:00-4:00
		1. At the 66th Conference on Exceptional Children – DPI EC
			+ Special thanks to Laurie for pushing this to the front burner!
		2. Barb and Lara are presenting as AC reps:
			+ AC support and assistance is greatly appreciated!
		3. All – please distribute informational flyer to any and all!
			+ Attached to meeting minutes email
			+ Link is posted on website
	2. [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. Thursday, November 10th:
			+ AC Booth: 8:00 am until……
			+ AC Meeting 11:00-1:00
				- Jolanda will email location
			+ AC Presentation @ 2:15-3:15 – *APE Forum: The State of APE in NC*
			+ Award Ceremony @ 4:45-6:00 – **Celebrate Terrific Tim!**
		2. Friday, November 11th (Holiday)
			+ AC Booth: All day
1. **Treasurer Report (Sunshine Fund):** Teresa
	1. AC currently has $211 in account
		1. Annual fee schedule adjusted:
			* All members $20/year
			* Send to: Teresa Hudson

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1. **Website Update:** Lara
	1. Communication committee has been formed. Woohoo!!!
		1. Tim, Ashlie, and Kelly have offered their assistance!
	2. NC-APE.com stats:
		1. Averaging 483 views per week as of 10/11/16
	3. Website Updates: Lots of stuff added to website, ongoing process!

**www.NC-APE.com**

Break for Lunch 12:00

Meeting resumed 12:38

1. **DPI EC Update:** Laurie – via phone 1:20pm
	1. IEP Info
		1. Forms Revamped: Tentative rollout – Fall 2017.
		2. Monitoring – Laurie has met with Carol Ann Hutchins
			* Providing input related to compliance/monitoring
			* Various LEAs have identified APE as area of need for PDs
	2. PE/APE Licensure
		1. AC will advocate for mandated licensure in PE to teach APE
		2. Laurie spoke to Burt about APENS certification recognition:
			* Will follow-up with him in January.
			* CAPE certification – “Best Practice”
	3. APE Presence - DPI
		1. Laurie continues to advocate and identify need for an APE consultant,
		2. Advocating for a contracted position may increase chances,
		3. Supporting info needed:
			* NC-APE-AC Activity Report – 2016
			* Statement of need/support,
			* Website info/stats,
			* Participant evaluations from AC presentations
				+ Lara will share draft with AC for edits asap.
	4. [North Carolina Council of Administrators of Special Education](http://nccase.rcsnc.org/home) (NC CASE)
		1. Professional educational organization affiliated with the Council for Exceptional Children and the North Carolina Association of School Administrators.
		2. Possible presentation opportunity for AC – Lara will contact Laurie/Teresa Owens to inquire
	5. APE Job Assessment (Teacher Eval)
		1. Evals for itinerant specialists are not appropriate
		2. Partner with other itinerant, special service instructors (HI, VI, home bound)
		3. Laurie will request assistance from AC in near future.
2. **Future Meeting Dates**
	1. November 10th @ NCAAHPERD-SM Conference
	2. February 3rd
	3. April 28th

Meeting adjourned 3:00 pm.