

Configuration Control Board (CCB) Meeting Minutes
 Thursday, November 19, 2009
 DPI, Room 224

Attendees:

Attendee's Name	Affiliate
Ms. Monica Adams*	Watauga County
Ms. Betsy Baugess	DPI, NC WISE Software and Data Management Manager
Mr. Jeff Baxley	DPI
Dr. Angie Blalock*	Burke County
Ms. Michele Burton	DPI, Communication Specialist
Mr. L. Russell Dixon	Granville County
Mr. Scott Douglass	DPI
Ms. Laura Elliot*	Iredell-Statesville
Mr. John Gilmore	DPI, Business Services Manager
Ms. Debbie Harman*	Winston-Salem/Forsyth
Ms. Nancy Hatley*	Stanly County
Ms. Jody Hawley*	Cumberland County
Ms. Emily Jones*	New Hanover County
Ms. Dot Lodge*	Gaston County
Ms. Alicia McGee	DPI
Ms. Holly Murray*	Asheville City Schools
Ms. Jane Peebles*	Buncombe County
Ms. Phyllis Price	DPI
Mr. Brian Tenpenny	DPI
Mr. John Wykoff*	Chapel Hill-Carrboro City

Call to Order and Welcome: Ms. Hatley welcomed all attendees and asked for introductions. She announced the minutes will be approved via e-mail within the next few weeks.

CCB Membership: Ms. Hatley provided the board a membership document displaying all the current members with their start and expiration term dates. She stated through her research there are discrepancies. Additionally, she explained the difficulty in finding information to confirm some members' membership dates. She stated the membership should begin and end at the same time. She asked the members if anyone had a date or time period in mind. Dr. Blalock proposed the end of the school year as the membership period. A motion was made to make June 30 the designated date for ending membership terms by Ms. Jones and Dr. Blalock seconded the motion.

Members' terms will begin and end simultaneously avoiding ongoing membership requests. The voting membership approved motion posed other questions for the current members and expiration dates. It was discussed. Ms. Adams made a motion to change the current expiration to reflect a full three year term and Ms. Jones seconded the motion.

The current term was extended to June 30 of the same year. There were some questions related to Catawba and Cumberland counties serving two consecutive terms. Both representatives confirmed they have served two consecutive terms. However, Ms. Hatley asked if the board wanted to extend these members' terms. Dr. Blalock made a motion Catawba and Cumberland counties membership expiration was extended to June 30, 2010. Ms. Jones seconded the motion. Additionally, Ms. Hatley indicated the charter would be changed to reflect the approved motions.

Student Requirement: Mr. Baxley reviewed the changes from the last session as Ms. Price was there to address any concerns. After reviewing the document again, there was only one correction. Mr. Dixon made a motion to approve the requirements with the one change and Ms. Hatley seconded.

Incidents Requirement: Mr. Baxley headed the initial review for Incidents. Since the subject matter expert (SME) was not in attendance, Mr. Baxley mentioned all questions will be recorded and taken back the SME. After the review, the amendments will be made and presented back to the board for another review.

System Code Proposal: Mr. Baxley stated this request was sent from a LEA. From the research, there was no explanation for the defined reason. He approached the board to determine how it is being used. All the current action types were reviewed. He asked for direction for supervised activity. Additionally, he reviewed the changes. Ms. Hatley made a motion to accept the changes as proposed with the top section remaining as calendar days, supervised activity staying and the bottom portion was changed to school days and Dr. Blalock seconded the motion.

Authorized Attendance Code: Mr. Baxley indicated that a concern related to how the school eligibility handles the authorized check box. There have been several communications sent back and forth to the vendor. Also, the testing analysts have experienced issues with the code. Therefore, the concern has been sent to the vendor. The answer should be forth coming soon, possibly today. Mr. Baxley noted if an answer is received today from the vendor then, he will inform the members via e-mail communication. Then, the code can be implemented for usage. This request will permit a student that attends a school activity that should be absence from the class not school. More information will be shared when it is received.

Brainstorming Session II: Mr. Baxley asked to table this discussion. He did not redistribute the requirements list including categories back to the board.

Medical Alert: Ms. Hatley asked if there were any questions about the proposed family custody and medical alert request. There were no concerns voiced by the members. Ms. Adams who requested the family custody portion indicated that she had no issues after reviewing the documents. Therefore, she made a motion to approve the alerts and Ms. Hatley seconded the motion.

Comments: Ms. Hatley asked if the members would like to meet at the NC WISE 2010 Symposium or not. The members agreed to have a meeting at symposium. There was preference to have the meeting as a session but not on Wednesday. Ms. Hatley will check with the symposium organizer and communicate more information back to the members. Also, Ms. Hatley inquired about a way to find Charlotte-Mecklenburg and Wake County students particularly after the student has departed from the previous LEA. It appears that there are not many requests for student records. However, few cases have been reported as dropouts. This concern is mainly for dropouts. Ms. Baugess mentioned her team could assist given more information until the LEA to LEA transfer is setup. Mr. Dixon had a question related to race/ethnicity data collection. Specifically, he questioned collecting data that included all students who attended the school this year. If students' race/ethnicities are included within the same data center or a different data center, then he wanted to know which LEA data will override the other. Ms. Baugess replied she did not have a definitive solution. However, it is ideal the system detects if a student records two different race/ethnicities at different schools. She addressed specific concerns mentioning the targeted students need to be reported also. The race/ethnicity information is due in December though no date has been specified. Though there were questions about the deadline, Ms. Baugess reiterated the due date remains in December. A method to turn in the data is being defined.

Action Item(s)	Responsible Person(s)	Due Date	Deliverable
Revised CCB Charter	Alicia and CCB Co-Chairs	Next meeting	To revise the charter to reflect the currently approved motions
Medical and Family Custody Alert	Ladansa Ussery	Next meeting	To inform Ladansa to move forward with the alerts because the board has approved
Brainstorming Summary	Jeff Baxley	Next meeting	To resend the requirements list categorized
Symposium Meeting	Alicia McGee and co-chairs	Next meeting	To determine the meeting day/time at Symposium.

Ms. Hatley adjourned the meeting. The next meeting will be December 17, 2009, at 10:00a.m.