

Configuration Control Board (CCB) Meeting Minutes  
 Thursday, October 15, 2009  
 DPI, Room 224

Attendees:

Attendee's Name	Affiliate
Ms. Monica Adams*	Watauga County
Mr. Joe Baisley	Currituck 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
Ms. Francine Dillingham*	McDowell County
Mr. L. Russell Dixon*	Granville County
Mr. Scott Douglass	DPI
Ms. Nancy Hatley*	Stanly County
Ms. Jody Hawley*	Cumberland County
Mr. Robin Honeycutt*	Catawba County
Ms. Jennifer Jenkins*	Cabarrus County
Ms. Emily Jones*	New Hanover County
Mr. Joe LaRosa	NC WISE Configuration Manager
Ms. Dot Lodge*	Gaston County
Ms. Alicia McGee	DPI
Mr. Edde Parker*	Clinton City
Ms. Phyllis Price	DPI
Mr. Brian Tenpenny	DPI
Mr. Ken Weiss	DPI, Project Manager
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 at the next meeting.

CCB Membership and Co-Chair Nominations: Ms. Hatley updated the board on the CCB membership. The membership was discussed including three expired membership terms. The members (Winston-Salem/Forsyth, Buncombe and Asheville City) were rolled over because their terms could not be determined. Also, the co-chairs' terms expire this month. Ms. Hatley agreed to continue serving provided someone join her while Dr. Blalock stepped down from her position. Mr. Honeycutt joined Ms. Hatley as co-chair and will begin serving in November. Ms. Hatley will continue to maintain her position and Mr. Honeycutt agreed to assist her in the co-chair position.

Medical Alert: Ms. McGee relayed information regarding the medical alert request. She indicated that Ms. Ussery found no concerns related to the medical or family custody alerts. Ms. Hatley wanted to know if there needed to be a specific document for family custody similar to the medical alert. Ms. McGee was not certain and would follow-up with Ms. Ussery.

Student Requirements: Ms. Price and Mr. Weiss reviewed the Student requirements. The Student requirements are relatively large and divided into parts. After the review, Mr. Weiss stated the requirements will be amended and targeted for approval at the next meeting.

Electronic Transcript: The second review was conducted for the electronic Transcript requirements. Some concerns were raised particularly related to archiving data. Given the changes, Mr. Weiss expects this requirement will be prepared for approval at the next meeting.

Attendance Requirement: Mr. Weiss assessed the document looking at the amended requirements only. The document will be reviewed one more time before being finalized. Therefore, the motion was made by Ms. Jones and Mr. Dixon seconded the motion to approve the Attendance requirements given a final review. This requirement will be forwarded to School Business and the DPI Council.

Brainstorming Session II: Ms. Hatley asked if there were any new suggestions. Also, the document with all the current suggestions was sent last month. Ms. Hatley requested that a function be created to access multiple screens simultaneously without closing the current screen to query information. This functionality will assist with the ability to multi-task. It was mentioned that these suggested requirements are not automatically categorized as desired requirements. Given that clarification, Mr. Baxley suggested the board review the requirements list again to determine if items are considered desirable or mandatory. Mr. Parker inquired if the list of requirements could be resent again.

Authorized Attendance Code: Mr. Baxley updated the board with information on the attendance code. He indicated that the QA team has begun testing. However, there was a question related to affects on eligibility. A request has been sent to aaL regarding the coding. Once a response has been received by aaL, then Mr. Baxley can relay that information back to the board. He expects to receive an answer or more information by the next meeting.

LEP: Ms. Hatley requested this agenda item based on a past discussion. She questioned if the data will need to be entered or not. Ms. Baugess explained the history behind this matter and understood the confusion. She mentioned that demographic data is obtained from NC WISE yet the status is captured from LEP. Currently, LEP status should be recorded in LEP. Discussions have been renewed with NC WISE and LEP. Therefore, a solution is being discussed between NC WISE and LEP to eliminate double entry. Home

language along with the LEP status will need to be stored as well. NC WISE should not be viewed as the authoritative source. Ms. Baugess recognized the concerns and informed the group.

**Other Comments:** Ms. Jenkins requested an update on the eSIS upgrade. Dr. Wetsch informed the members there has been a delay placed on the upgrade. The upgrade has been scheduled to begin post YET and the focus is installing the new hardware. It was mentioned there will be some sessions at symposium that will provide details on the eSIS version upgrade. Dr. Blalock asked about the transcript enhancement and if attendance is included on the transcript. Mr. Gilmore replied that the enhancement will remove the attendance and school history. Dr. Blalock has a student that attended a facility and would like the information removed before sending transcripts to colleges. Mr. Gilmore indicated the XUT environment is where the attendance information can be removed off the transcript and the school would need to submit the transcript to the colleges through XUT not electronically. Currently, the amended transcript is not available and is targeted for completion next academic school year. However, the amended transcript looks to be completed for the next academic year. Dr. Blalock inquired if computer skills tests had been removed from the transcript. Mr. Gilmore verified that the computer and competency scores have been deleted from the transcript. Additionally, she voiced a security concern regarding the SAR employee information. The matter will be investigated. Ms. Adams asked some questions regarding the new race/ethnicity procedures. Ms. Baugess stated there have not been any changes. The method of delivery has been established and more information will be forthcoming. Ms. Hawley stated she was informed that there is a form letter online to help provide information to parents regarding the change. Additionally, Ms. Hatley wanted a timeline on when the Future Ready Core will be implemented. Mr. Gilmore replied this item will be discussed at today's UAB meeting. However, the plans should be placed in NC WISE and instructions will be sent when the data is input into the system.

Action Item(s)	Responsible Person(s)	Due Date	Deliverable
CCB Membership	CCB Co-Chair	Next meeting	To continue researching
Medical and Family Custody Alert	Ladansa Ussery	Next meeting	To ensure both items can be included together without document for family custody. Then, submit to CCB for approval
New Member Communication	John Wetsch	ASAP	To send a communication requesting new attendance at meetings
Brainstorming Summary	All	Next meeting	To resend the list of items previously suggested
SAR Employee Information	John Wetsch	Next meeting	To investigate this matter and provide Angie Blalock feedback
Form Letter	Betsy Baugess	ASAP	To provide the link for the Race

			and Ethnicity form letter on NC WISE site.
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Ms. Hatley adjourned the meeting. The next meeting will be November 19, 2009, at 10:00a.m.