

User Advisory Board (UAB) Meeting Minutes
 Thursday, November 19, 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
Mr. L. Russell Dixon	Granville County
Ms. Terra Dominguez	DPI
Mr. Scott Douglass	DPI
Ms. Laura Elliot*	Iredell-Statesville
Mr. Wayne Flint*	Beaufort County
Mr. John Gilmore	DPI, Business Services Manager
Ms. Nancy Hatley*	Stanly County
Ms. Jody Hawley*	Cumberland County
Ms. Sherry Hill*	Beaufort County
Ms. Barbara James*	Gaston County
Ms. Sandra Johnson*	DPI
Ms. Emily Jones*	New Hanover County
Ms. Alicia McGee	DPI
Ms. Jane Peebles*	Buncombe County
Ms. Phyllis Price	DPI
Ms. Pam Shiftman*	Iredell-Statesville
Mr. Brian Tenpenny	DPI
Ms. Rhonda Welfare	DPI
Mr. John Wykoff*	Chapel Hill-Carrboro City

Call to Order and Welcome: Mr. Baisley welcomed all attendees and asked for introductions. Mr. Tenpenny announced the minutes will be approved via e-mail.

CCB Membership: Ms. Hatley updated the board regarding the CCB membership. The charter will be changed to reflect the new membership expiration period of June 30. Incorrectly coded memberships were changed to match the correct expiration date of June 30 in the year the term ends. Additionally, the Student testing requirements were approved and the initial Incident requirements were reviewed. There was a system code change proposal presented coding school and calendar days. Some amendments will be made reflecting more school days than calendar days. The 2nd Generation brainstorming session was tabled until the next meeting. Also, the authorized attendance code is still

being considered by aaL. There are questions that need to be answered before it is implemented. She mentioned the code is related to the attendance code and athletic eligibility. It was agreed to have a meeting at NC WISE Symposium. The medical and family custody alerts were approved for implementation. Race/ethnicity and withdrawn students guidelines were discussed. A suggestion was made to view the targeted withdrawn students. Also, Ms. Baugess will work on creating a report in the reporting hub students that have withdrawn since running the targeting report. It was mentioned that the new testing accommodations module will have upcoming Webinar sessions.

Service Desk: Ms. Johnson asked the Service Desk for any current issues. The team is continuing to work on RPG. If there are any students with non-indicators, please let create a ticket. She encouraged everyone to register online for the NC WISE Symposium. When using the online site remember to print the registration form and send the payment and form together. If a person fails to print the online form, please complete the hard copy. It is important to mail in the form and the payment to properly apply it to the registrant’s account. Additionally, she noted the Sunday registration will be short than previous years starting at 4:00 p.m. ending at 6:00 p.m. Ms. Johnson reminded the LEAs to be sure to call the hotel and book room reservations.

NCVPS/Symposium Discussion: Ms. Dominguez thanked everyone that has completed a proposal form and accepted a presentation. The majority of the NC WISE functional sessions will be presented by LEA and school staff. Ms. Dominguez added that Connie Joyner, who works with NCVPS will give a NCVPS presentation joined by co-presenter, Ladansa Ussery. The members were asked to provide topics for this presentation. All topics should be sent to cjoyner@dpi.state.nc.us. She would like the topics as soon as possible to prepare.

Other Comments: Ms. Elliot inquired about the emergency contact parents on the TAM side regarding withdrawing students. Ms. Johnson stated this concern is being tested and more information will be communicated once testing is completed. Mr. Wykoff asked about Parent Assistant once the product is rolled out statewide. Mr. Gilmore replied that the State’s available functionality is still being researched through the pilot. More information should be provided at the symposium.

Action Item(s)	Responsible Person(s)	Due Date	Deliverable
NCVPS Topics	All	Next meeting	To sent Connie Joyner (cjoyner@dpi.state.nc.us) topics regarding the symposium presentation

Mr. Tenpenny adjourned the meeting. The next meeting will be December 17, 2009, at 1:00p.m.