

Chaplin Board of Education
Hampton Board of Education
Scotland Board of Education
Regional School District 11 Board of Education
Special Meeting Minutes
Survey Committee
Wednesday, November 9, 2016
3:30 – 7:45 PM
Chaplin Elementary School Computer Lab
Chaplin, CT 06235

1. Call to order
The meeting was called to order at 3:30. Present during the meeting were Hampton and RD 11 Board of Education member Rose Bisson (3:30-8:00), Hampton Board of Education members Maryellen Donnelly (3:30-6:55) and Ann Gruenberg (3:45-7:15), and RD 11 Board of Education member Bud Smallwood (5:55-8:00).
2. Audience for citizens
None
3. Review of data entry procedure and forms
Board members were shown data entry procedures as they joined the meeting.
4. Data entry
Members not working in teams verified that watermarks were present in surveys. Data from 64 surveys was entered. Excel spreadsheets were completed by
Rose and Ann-K
Rose and Maryellen-L
Bud and Ann-M
Rose and Bud-N
5. Audience for citizens
None
6. Securing surveys and data
Procedures regarding security of the surveys and the data were followed as stated in the October 27 meeting minutes of the survey committee.
7. Adjournment
The meeting adjourned at 7:55 PM.

Respectfully submitted,
Maryellen Donnelly