

Chaplin Board of Education
Hampton Board of Education
Scotland Board of Education
Regional School District 11 Board of Education
Special Meeting Minutes
Survey Committee
Thursday November 3, 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 Chaplin Board of Education member Will Hooper (3:30-7:45), Hampton Board of Education members Mark Becker (5:45-7:45), Maryellen Donnelly (3:30-7:45), Susan Lovegreen (6:15-7:45), Hampton and RD11 Board of Education member Rose (3:30-7:45), RD 11 Board of Education Member Jen Nelson (3:35-6:35), and Scotland Board of Education member Brynn Lipstreu (4:30-5:30).
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 154 surveys was entered. Excel spreadsheets were completed by
Will and Rose-C
Jen and Maryellen-D
Rose and Brynn-E
Will and Rose-F
Mark and Susan-G
Will and Maryellen-H
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 8 PM.

Respectfully submitted,
Maryellen Donnelly