

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, October 27, 2016
3:30-6:15 PM
Chaplin Elementary School Computer Lab
Chaplin, CT 06235

1. Call to Order

The meeting was called to order at 3:30. Present were Chaplin BOE member Will Hooper and Hampton BOE member Maryellen Donnelly. Also in attendance was Tom Mason, Technology Support for Chaplin Elementary School. Hampton BOE member Ann Gruenberg arrived at 6:40. Tom Mason left at 6:35.

2. Audience for Citizens

None

3. Review of Data Entry Procedures and Forms

Note: The procedure to obtain the surveys at Chaplin Town Hall by their closing time of 3 PM on Thursday, October 27, and the survey transfer to Chaplin Elementary School was reported to the Four Boards of Education at their meeting held on the same date at 7 PM in the Hampton Elementary School Library Media Center. Included in the October 27 minutes of the Four Boards of Education are the procedures for maintaining the security of the surveys and the directions for data entry (instructions, an Excel form and a blank survey noting how responses correspond to columns on the Excel data form).

4. Data Entry

At 3:30, Will opened the secure box in the presence of Tom and Maryellen. Maryellen read aloud the directions for data entry. Maryellen, Will, and Ann upon arrival, counted the envelopes, which totaled 570 and bound them in groups of 100. Only those envelopes containing surveys from which data was recorded were opened. Data entry (Surveys A1-A41, 40 envelopes) proceeded until 6:13.

5. Audience for Citizens

None

6. Securing Surveys and Data

Each survey and envelope was numbered corresponding to its Excel document entry. Each recorded survey was returned to the envelope in which it was received. The Excel document *A* was recorded on a flash drive, and as a precaution, emailed to three boards members. A letter and an attachment were photographed, noted on Excel document *A*, and returned to their numbered envelopes. The photographs were emailed to three board members. All opened and unopened survey envelopes and the flash drive were returned to the survey box. The box was sealed and delivered with the custodian to a locked office where the Chaplin Elementary School Principal would continue to secure it.

7. Adjournment

The meeting adjourned at 6:20 pm.

Respectfully submitted,
Maryellen Donnelly