

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 17, 2016  
3:30 – 7:00 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 (3:30-4:40 and 6:00-7:00), Hampton Board of Education member Maryellen Donnelly (3:30-7:00), RD 11 Board of Education Member Jen Nelson (3:30-4:20 and 6:00-7:00), and Scotland Board of Education member Rod Perry (5:05-7:00).
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 entry continued during the Four Board of Education meeting scheduled for the purpose of data entry immediately following the survey committee meeting.
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. Rose and Maryellen taped the box closed during Rose's absence prior to Rod arriving.
7. Adjournment  
The meeting adjourned at 7:00 PM.

Respectfully submitted,  
Maryellen Donnelly