

Chaplin Board of Education
Hampton Board of Education
Scotland Board of Education
Regional School District 11 Board of Education
Special Meeting Minutes
Survey Committee

Tuesday, November 29, 2016
4:00-8:00 PM

Chaplin Elementary School Computer Lab
Chaplin, CT 06235

1. Call to order
The meeting was called to order at 4:05. Present during the meeting were Hampton Board of Education members Mark Becker (5:45-6:55) and Maryellen Donnelly (4:05-6:55), Hampton Board of Education and RD 11 Board of Education member Rose Bisson (4:05-6:00), and RD 11 Board of Education member Kate Donnelly (4:05-6:45).
2. Audience for citizens
None
3. Review of data entry procedure and forms
Not applicable since all BOE members had entered data previously.
4. Data entry and ongoing storage of data
Excel spreadsheets were completed by
Kate and Rose-T
Mark and Maryellen-U
5. Securing surveys
Procedures regarding security of the surveys and the data were followed as stated in the October 27 meeting minutes of the survey committee.
6. Audience for citizens
None
7. Adjournment
The meeting adjourned at 6:55, having completed survey data entry.

Respectfully submitted,
Maryellen Donnelly