

Chaplin Board of Education
Hampton Board of Education
Scotland Board of Education
Regional School District 11 Board of Education
Special Meeting Minutes
Thursday, November 17, 2016
7:00 – 8:30 PM
Chaplin Elementary School Computer Lab
Chaplin, CT 06235

1. Call to order
The meeting began at 7 PM. Present during the meeting were Chaplin and RD 11 Board of Education member Stacy Foster, Chaplin Board of Education member Will Hooper, Hampton and RD 11 Board of Education member Rose Bisson, Hampton Board of Education members Mark Becker and Maryellen Donnelly, RD 11 Board of Education members Kate Donnelly and Jen Nelson, and Scotland Board of Education members Rod Perry (left at 7:55), Scott Sears, and Brynn Lipstreu.
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 that began during the survey committee meeting from 3:30-7:00 was continued and data from 163 surveys was entered. Excel spreadsheets were completed by
Jen and Rose-O
Rod and Maryellen-P
Mark and Scott-Q
Stacy and Will-R
Brynn and Kate-S
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 8:30 PM.

Respectfully submitted,
Maryellen Donnelly