DEPT./BOARD:  Town of Burlington Scholarship Fund (TOBSF) Committee

DATE:  Tuesday, February 19, 2019  (rescheduled from 2/12/19-inclement weather)

TIME:  7:30 PM- 9:30 PM

PLACE:  Grand View Farm Second Floor/Conference Center

AGENDA

1. Call meeting to order
2. Citizens’ Time
3. Final Review of application
4. Follow up items from prior week’s meeting:
   a. Kent to provide update (if any) regarding group email address and website
   b. Gina to provide update regarding fundraising
   c. Sheila to provide update regarding list of high schools
5. Selection criteria/Plan of Action
   a. Jenn/Sheila-rubric for reviewing applications
6. Facebook page
   a. Linkage to other FB sites (Burlington Residents’ Page, Burl HS page, parents’ groups)
7. Marketing (for school year 19/20) –may be deferred to future meeting in the interest of time
8. Other Items
9. Schedule next meeting and plan agenda
10. Adjourn
MINUTES OF February 19, 2019
Approved March 12, 2019

Members Present: Chair Gina Leary, Vice Chair Rosalyn Minassian, William Boivin, Jennifer Kosses, Sheila Fitzpatrick, Kent Moffatt

Members Absent: Joseph Attubato

1. The meeting was called to order at 7:50 pm.
   a. The minutes of the 2/5/2019 meeting were approved 6-0-0

2. Citizens’ Time - No one was present

3. Final Review of application
   a. There were minor editorial changes to the draft application.
   b. The form now shows that applications that are not hand delivered should be sent to Attubato@bpsk12 so all applications will go to the BHS guidance office. That way all can be redacted at one location and any reviewing committee members will not see any identifying info.
   c. Final application was approved 6-0-0

4. Follow up items from prior week’s meeting:
   a. Kent will get the Committee e-mail address set up by 3/1/19 so we can send the final application to BHS from that site.
   b. Gina to provide update regarding fundraising
   c. Sheila obtained a list of 27 different high schools to which Burlington residents have gone. She got the list from Marshall Simonds Middle School. Sheila has also compiled a list of all their guidance department e-mail addresses and will send them all a copy of our application form.

5. Selection criteria/Plan of Action
   a. Jennifer and Sheila are working on a rubric for reviewing applications.
Sheila has an example from Shawsheen tech; she may be able to get another one from Waltham. This will be a main topic on the next Scholarship Committee meeting.

6. Facebook page
   a. The draft Facebook page was reviewed. Gina will activate (publish) it. (@burlingtonmascholarships)
   b. Roslyn will contact the school department to see if they will put a link to the scholarship website on the school twitter and instagram pages.
   c. Kent will look into getting a link put on the Town web page and the Selectmen web page.

7. Marketing (for school year 2019/20)
   a. Will be deferred to future meeting

8. Other Items
   a. Gina will write a summary of our progress to date and send to Paul Sagarino for the selectmen to review. It will include a copy of our final scholarship application form.
   b. Roslyn will write a press release to announce the scholarship application availability.

9. Schedule next meeting and plan agenda
   a. Next meeting is March 12 in the Rec Building
   b. Topics to include the rating rubric and ideas to better advertise the scholarship program to future applicant and donors.
   c. Gina will contact the town accountant for an update on the scholarship fund balance.

10. Adjourn
    a. Meeting was adjourned at 9:15 pm