DEPT. /BOARD: Scholarship Fund Committee

DATE: February 5, 2019

TIME: 7:30 PM

PLACE: 55 Center St, - Grand View Farm

AGENDA

The agenda items are scheduled at an approximate starting time. The Conservation Commission will generally not start an item before the time noted on the agenda. Public hearings will not begin before the advertised time noted on the agenda.

7:30 PM 1. Call meeting to order

2. Citizens’ Time

3. Approval of Minutes – January 14, 2019

4. How to handle agendas

7:35 PM 5. Group e-mail address - how to handle

7:45 PM 6. Status of draft application

8:05 PM 7. Other Information gathered to date

8:20 PM 8. Next steps

9. Adjourn
MINUTES OF February 5, 2019
Approved February 19, 2019

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

Members Absent: None

1. Call to Order
The meeting was called to order at 7:41 pm

2. Citizens’ Time
There was no one present for citizens’ time

The Committee voted 6-0-0 that J. Attubato is a full voting member and does count towards a quorum.

3. Approval of minutes
Minutes of 1/24/2019 were approved

4. How to handle agendas
Chair G. Leary offered to write and submit agendas for all upcoming meetings. Agendas and final approved minutes are to be sent to meetings@burlington.org. Agendas for these public meetings are required to be submitted 2 working days prior to the scheduled meeting. For our Tuesday meetings, that means Friday of the previous week by 1:00 p.m. If Monday is a holiday, agenda is due Thursday of the previous week.

5. Group e-mail address - how to handle
A group e-mail address has been established: scholarships@burlington.org K. Moffatt will look into how we can use it – we all need to see what comes in; who/how to reply from that address.

6. Status of draft application
After extensive discussion, a revised draft was created.
a) Applications can either be physically turned in to the Burlington High School (BHS) guidance office or e-mailed (with all attachments) to scholarships@burlington.org.
b) Application must be available in multiple languages. The generic BHS scholarship application includes text on how to obtain the application in another language. We will copy this language and include on our application form.
c) A third page was added to create a standard grid for listing activities.
d) Legal language at the end of the application needs to be verified as accurate. W. Boivin will look into this.
e) The very last line refers applicants to a website. K. Moffatt will talk to the Town Clerk about having this be part of the Town website.
f) The Committee hopes to approve a final application at the next meeting.

7. Other Information gathered to date

a) For the 2019 graduating class, the Committee has $10,000 to award. A motion was made by G. Leary to award two $5,000 scholarships; the motion passed 7-0-0.
b) When the Committee gets to the point of evaluating the actual applications, this should not be in a public meeting. Can we call it “Executive Session”?
c) J. Attubato provided a list of several high schools that Burlington residents could be attending for their senior year. (This scholarship is NOT restricted to BHS seniors, but open to all Burlington resident students attending any high school.)
d) S. Fitzpatrick will compile a list of e-mail addresses for all of those schools. This will allow the Committee to advertise widely to encompass all eligible students.

8. Next steps

a) Finalize group e-mail
b) Finalize and approve application form
c) Complete the list of e-mail addresses
d) Discuss marketing strategies
   a. For attracting applicants (can we put a link on the Town web page?)
   b. For attracting donors
e) Establish selection mechanism
   a. J. Kosses and S. Fitzgerald will create a draft of a scoring Rubric for evaluating the quality of student applications.

9. Adjourn

The meeting was adjourned at 9:15 p.m.