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

DATE:  Tuesday, March 12, 2019

TIME:  7:30 PM- 9:30 PM

PLACE:   Senior Center, Room# 215

AGENDA

1. Call meeting to order
2. Citizens’ Time
3. Final Review of last meeting’s minutes
4. TOBSF account balance update (Gina)
5. Email account management
6. Applications update (Joe)
7. Facebook page/press release/Patch
8. Selection criteria/Plan of Action
   a. Jenn/Sheila-rubic for reviewing applications
9. Other Items
10. Schedule next meeting and plan agenda
11. Adjourn
TOWN OF BURLINGTON
Scholarship Fund Committee

MINUTES OF March 12, 2019
Approved April 2, 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 7:45 pm.

2. Citizens’ Time - No one was present

3. Last meeting minutes – The minutes of the 2/19/2019 meeting were approved 6-0-0

4. Account Balance – An updated account balance was presented. Current balance is $24,784.20 of which $12,000 is committed to previous recipients.

5. Email account management – the email account scholarships@burlington.org is up and running. We will be using a rotation of committee members to monitor the email address and to reply to anything that requires a response:
   a. March – Gina
   b. April – Kent
   c. May – Sheila
   d. June – Jennifer
   e. July – Bill

6. Applications update – to date 3 applications have been received. The deadline is April 1 for submissions.

7. Facebook page/press release/Patch – Roslyn was able to arrange for Town of Burlington Scholarship publicity in BCAT, the Burlington Union, and Patch. She is still working with the Burlington Daily Chronicle. Nick Priest will be discussing the scholarship on a BCAT program “Neighbor to Neighbor”.

8. Selection criteria/Plan of action
a. Jennifer and Sheila presented a draft of a scoring rubric. It was reviewed and edited at the meeting. Final version was approved 6-0-0

b. Sheila will develop a separate overall score sheet.

c. At least 2 committee members will review each scholarship, perhaps more depending on the number of applications received.

d. The average of reviewers’ scores for each application will be tabulated.

e. Based on the distribution of these average scores, a limited top group will be identified. Applications in this top group will be scored by all reviewers with a new average score calculated. These final scores will be the basis for group discussion and final selection.

9. Other items

a. Town meeting member Shari Ellis had sent a note requesting recognition for Joan Miles by the committee at the award ceremony. Ms. Miles was one of the founding members of the Town scholarship back in 1988. Joan passed away on March 4 of this year. Shari offered to put together a blurb on Joan’s involvement in the scholarship’s history. The committee was in favor of this request and will run it by the selectmen before acting on it.

b. Town Administrator Paul Sagarino provided the committee with guidance from Town Counsel regarding the use of an executive session for evaluation of the applications rather than doing it in an open meeting. After discussion, The Scholarship Committee voted 6-0-0 not to invoke an executive session.

i. We are not considering financial need at all in our rating criteria.

ii. All applicant identifying information will be redacted by the high school guidance office prior to the committee seeing any applications. When we first asked about executive sessions we were not sure we could arrange for redaction but the guidance department has come up big for us here.

iii. We are also concerned that invoking an executive session may raise questions from the public as to what goes on “behind closed doors”.

iv. No one from the public has been showing up at any meetings so far anyway.

10. Schedule next meeting and plan agenda

a. Next meetings will be April 2, April 9, and April 30 as needed to review
and rate applications and to make final selections.

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

Minutes respectfully submitted by:
William Boivin, TOBSF Secretary