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By Town Clerk's Office at 11:30 am, Feb 28, 2020



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

DATE: Tuesday, March 3, 2020

TIME: 7:00 PM- 9:00 PM

PLACE: Grand View Farm, Marion Tavern, 1<sup>st</sup> floor

#### AGENDA

1. Call meeting to order
  2. Citizens' Time
  3. Account balance update
  4. Outreach
    - Review response from town offices for questions regarding:
      - Unclaimed awards
      - Online donation/electronic donation
  5. Review of questions for application/scoring
    - Date to identify award recipient
    - Criteria for courses/ schools with/without AP
  6. Application outreach
    - Update on applications received/ requested
  7. Scoring rubric revisions/approvals
  8. Creation of transition manual for future committee members
  9. Future/Recurring meetings
    - a. Discuss agenda for next meeting
  10. New info, concerns, items
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**RECEIVED**

By Town Clerk's Office at 8:30 am, Apr 30, 2020



## TOWN OF BURLINGTON

### *Scholarship Fund Committee*

#### MINUTES OF March 3, 2020

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

**Members Absent:** None

1. **The meeting was called to order** at 7:00 pm.

a. The minutes of the 2/11/2020 meeting were approved 6-0-0

2. **Citizens' Time** - No one was present

3. **Other Items** –

- a. W Boivin reported his communication with Town Administrator Paul Sagarino regarding the committee's decision to award three \$2500 scholarships this year. Mr. Sagarino said he would report this to the Selectmen.
- b. There was a discussion of getting donations via on-line tax payment process. The Town of Weymouth has the same vendor and same process for on-line tax payments, and they have an option for on-line electronic scholarship donations on that site. S. Fitzpatrick will inquire with the town treasurer and the Selectmen.
- c. Scholarship recipient selections need to be provided to Joe Attubato by May 1; Awards night is June 4.
- d. There was a discussion of how some schools offer AP courses and some do not. That can affect the impact of GPA on application ranking process. In the future we may need to ask whether AP courses are offered at each applicant's school and devise a way to factor that into the selection process.
- e. There was a discussion of locations to place fliers about the scholarship process.
- f. It was decided that we should begin to write a transition manual as all of our terms expire in one year. **Gina Leary** will create an outline of topics. One topic will be worked on at each upcoming meeting.



# TOWN OF BURLINGTON

## *Scholarship Fund Committee*

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- g. Target dates:
  - i. 4/14 - Application distribution and begin scoring.
  - ii. 4/21 – complete scoring and tabulate results

#### **4. Schedule next meeting and plan agenda**

- a. Next meeting 4/14 – receive applications and begin scoring

#### **5. Adjourn**

- a. Meeting was adjourned at 8:05 pm