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

DATE: Tuesday, April 2, 2019

TIME: 7:30 PM- 9:30 PM

PLACE: Grand View Farm, Marion Tavern, 1st floor

AGENDA

1. Call meeting to order
2. Citizens’ Time
3. Brief discussion regarding OLM and COI acknowledgements, and State Ethics course completion/acknowledgement
4. Review applications
TOWN OF BURLINGTON
Scholarship Fund Committee

MINUTES OF April 2, 2019
Approved May 14, 2019

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

Members Absent: Joseph Attubato (he received and redacted all reports so he cannot be part of the scoring process)

1. The meeting was called to order at 7:45 pm.
   a. The minutes of the 3/12/2019 meeting were approved 6-0-0

2. Citizens’ Time - No one was present

3. Other Items
   a. Brief discussion of the Open Meeting Law and Conflict of Interest training requirements for all Scholarship Committee appointees.
   b. Scholarship applications were received by the Burlington High School guidance office and redacted of identifying information. Two copies of all 57 applications were in hand for this meeting.
   c. Applications were distributed to all committee members except Joe Attubato (he was involved in receipt and redaction so he had seen who each application was from). Each application was given to two members for review.
   d. The remainder of the meeting time was spent starting the reviews and scoring.
   e. The final version of the scoring rubric was available. Data from this meeting’s reviews were entered and it worked fine.

4. Schedule next meeting and plan agenda
   a. Next meeting: 4/9/2019
   b. Everyone will bring his or her final review scores.
   c. First cut of best applications will be determined.
d. Those will be re-scored by all 6 reviewers to determine the final two recipients.

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

Minutes respectfully submitted by:
William Boivin, TOBSF Secretary