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By Town Clerk's Office at 11:20 am, Feb 18, 2021



TOWN OF BURLINGTON

Scholarship Fund Committee

MINUTES OF January 19, 2021

Approved February 16, 2021

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 6:41 pm Via WebEx

- a. The minutes of the 5/5/2020 meeting were approved 6-0-0

2. Citizens' Time - No one was present

3. Housekeeping Items

- a. Minutes of 5/5/2020 meeting were approved 6-0-0
- b. Officers were approved 6-0-0- for the coming year:
 - i. Chair – Sheila Fitzpatrick
 - ii. Vice Chair – Gina Leary
 - iii. Secretary – Bill Boivin
- c. We received a thank you from of last year's scholarship recipients.

4. Scholarship funds

- a. Account balance remaining: \$24,443.69
- 2020 scholarship funds to be awarded: -\$7,500.00
- Funds committed from previous years: -\$8,000.00
- Available to award in 2021: \$8,943.69
- b. It was suggested to award the same as we did in 2020 – three \$2,500 scholarships. Approved 6-0-0

5. Contact Selectmen

- a. Sheila will contact the Selectmen through Betty McDonough:
 - i. Inform of decision for three \$2,500 scholarships
 - ii. Remind that our terms expire after this round of scholarship granting. They need to begin to advertise for new members.



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6. Contact Town Clerk

- a. Kent will contact Amy Warfield
 - i. When do our terms actually expire? Some existing members got notices of re-appointment and some did not.
 - ii. Can Amy post flyer about 2021 scholarships on the Town website?

7. Other action items:

- a. Sheila will contact same list of schools as last year to notify of 2021 scholarship availability and timetable.
- b. Kent will forward Conflict of Interest e-mail to members who need it.
- c. Jenn will create new flyer
- d. Gina will post flyer on Face Book
- e. Kent will contact Rich Hosford at BCAT to get scholarship info on BCAT as much as possible
- f. Sheila will continue to monitor our e-mail site

8. 2021 application form

- a. Jenn will update 2021 application form
- b. We will use the same essay question as last year; it worked very well
- c. No longer include need for letter of recommendation.
 - i. COVID has created remoteness that may weaken ability to provide personal recommendations
 - ii. Some letters received in the past were poorly written. Some exact text on multiple letters; some with wrong names cut and pasted; many not specific to the applicant's qualifications for this scholarship – obviously generic to be used for any purpose.
 - iii. Poor letters resulted in lower scores for that element. This hurt the student's total score through no fault of their own.
 - iv. Applicant could cherry-pick letters of reference to submit only good ones anyways.

9. Application timeline

- a. Sheila contacted Joe Attubato –
 - i. applications due to guidance department April 1
 - ii. Guidance department will provide us two copies of each application redacted of all identifying info
 - iii. Our selections due to Joe May 1

10. Previous recipients

- a. Sheila will contact Joe Attubato to see if he can provide contact info for previous recipients. We could put their input onto our Face Book page.



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11. Instruction manual for future TOBSF Committee members

- a. It was decided that we should assemble a “how-to” manual for future members.
- b. At each meeting we will discuss a page of the manual. For next meeting we will discuss
 - i. How minutes are handled – Bill
 - ii. How agendas are created and handled – Sheila
 - iii. Contacting media - Rosalyn

12. Schedule next meeting and plan agenda

- a. Next meeting February 16, 2021
- b. Agenda –
 - i. review and update the scoring Rubrik
 - ii. discuss pages for how-to manual.

13. Adjourn

- a. Meeting was adjourned at 7:33 pm