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## TOWN OF BURLINGTON

*Scholarship Fund Committee*

### MINUTES OF February 16, 2021

*Approved March 16, 2021*

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

**Members Absent:** Jennifer Kosses

- **The meeting was called to order** at 6:40 pm.
  - a. The minutes of the 1/19/2021 meeting were approved 5-0-0
- **Citizens' Time** - No one was present
- **Other Items**
  - a. Some applications have already been received
  - b. Ros will contact the Selectmen about announcing advertising this year's scholarship application season
  - c. We voted 5-0-0 to remove the letter of reference from the scoring Rubrik. Essay still counts twice the value of other elements. Max points is now 48.
  - d. We voted 5-0-0 to allow fractional scores when grading applications on the Rubrik. This will should reduce the number of ties.
  - e. Account balance was not available.
  - f. Kent contacted Amy. She will get scholarship info onto the Town website.
  - g. Sheila will send Joe the final application.
  - h. Completed applications must be received by 4/1. Names of winners must go to Joe by 5/3. Joe will handle redaction and copying. Redacted copies can be picked up at the high school when available.
  - i. There was a discussion of places to advertise the scholarship.
    - i. Gina will work to get it on the TOBSF Facebook page and refresh weekly.
    - ii. Joe will get us some info that we can post on our Facebook page – perhaps e-mails from prior recipients.



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- iii. SEPAC – Special Ed Parent Advisory Council
  - iv. High School Principal’s blog (Kent)
  - v. BCAT (Kent)
  - j. The first guidance document for new scholarship committee members was prepared. It covers writing and submitting minutes of meetings. Sheila will update it to include scheduling and posting meetings and preparing agendas. Other guidance docs needed:
    - i. Media contacts
    - ii. School contacts
    - iii. Guidance department services and contact info
    - iv. Others?
  - k. Joe will get us a copy of last year’s award letter. We may update it to include statement about non-continuous or deferred college attendance of recipients.
  - l. It was confirmed that all members have completed the required ethics training.
- **Schedule next meeting and plan agenda**
    - a. Next meeting 3/16 @ 6:30 pm
    - b. Plan on 2 meetings in April to receive, distribute, grade and tally applications that have been received.
  - **Adjourn**
    - a. Meeting was adjourned at 7:50 pm