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By Town Clerk's Office at 3:03 pm, May 15, 2023

MINUTES of February 27, 2023 Scholarship Committee

Members Present:

- **Chair: Sheila Fitzpatrick**
- **Vice Chair: Kent Moffatt**
- **Secretary: Kendra Lamoretti**
- **Other: Debra Murphy, Jane Lynch, Christine Kim**

Members Absent: NONE

1. **Meeting called to order at:** 6:52pm
2. **Citizens' Time:** No one present
3. **Review and approval of minutes from 1/30/23 meeting**
 - a. Kendra is waiting on meeting template to create listing to share
 - b. Will vote next meeting
 - c. Kendra – email to Amy Warfield for template
 - d. Discussed process again – can share before approval at anytime
4. **Review 2023 application**
 - a. **Submission dates**
 - i. Our revised document – by end of next week
 - ii. Due date to submit is 4/3/2023
 - b. **Addition of scoring rubric**
 - i. Updated language to the application to include:
 1. Information about scoring rubric
 2. Optional supplement to the application created for a template of activity and involvement
 3. Updated all mentions of prior year to current year info
 4. Added additional information to the bullet list in activities and involvement
 - c. **Completion of updated application**
 - i. Sheila will work to update the page break issues and share with everyone
5. **Outreach to school contacts**
 - a. Once all members review the updated document, Sheila will share with our school contacts
 - b. Kent – ask the town to complete a press release
6. **New info/concerns**
 - a. Need except about the committee to submit to Lynn Mills – Selectman – secretary
 - i. Who takes ownership of this task?
 - b. Sheila shared packet of documents containing the following information
 - i. Prior meeting agenda examples
 - ii. Prior meeting minutes examples

- iii. Copy of last year's scholarship application
- iv. Information on the last 5 years of recipients – including who is still not paid yet
- v. Rubric for scoring
- vi. List of state schools who we send application to – including contact name, role and email/phone
- vii. Town Meeting members proposal for Scholarship Committee charter and list of responsibilities with dates
- viii. Historical information about the changes to BCSF to TOBSF
- ix. Informational Guideline Release regarding the fiscal year 2018 tax bills with visual on how the contribution is listed on Burlington tax bills for TOBSF
- x. List of prior years members with contact info and other contacts

7. Schedule Next meeting and plan Agenda

- a. 4/19/2023 6:30pm
- b. Begin the scoring process of the submitted applications

8. Meeting was adjourned at: 8:33 pm