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TOWN OF BURLINGTON

Meeting Minutes

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Minutes need to be posted within 30 days or 2 meetings of the board – Draft minutes can be posted and revised at a later date

DEPT./BOARD: Town of Burlington Scholarship Fund Committee

DATE: January 15, 2025

TIME: 6:45 p.m.

PLACE: Council on Aging, Room 136

MEMBERS IN ATTENDANCE: Jane Lynch; Debra Murphy; Kathleen Asher; Christine Kim, and Kendra Lamoretti

ABSENT: Terese Weston

Minutes

1. Meeting called to order at 7:05 p.m. Quorum present.
2. Citizens' Time: **None**
3. Committee discussed issues around the submission process for the TOBSF applications
 - a. The Burlington Select Board discussed providing the Committee an email address to use for submissions of applications directly to the Town, rather than to Burlington High School if the proposal is approved
 - b. Committee decided to request that the Town add a link to a TOBSF webpage in the Burlington.org website (Debra will spearhead)
 - i. General description of the scholarship and process (including 3 options for submission of completed applications)
 - ii. A copy of the application
 - iii. A link to submit the completed applications (is this true? Or is the only "online option" that the student email to the Select Board's email address, in which case we just provide the email address here?)
 - c. Select Board indicated that the Town can provide the use of town repository (namely, the drop boxes around Town Hall) for collecting the applications, but will not do the redaction of student names as part of the proposal. The Board will vote on this proposal at their February 24th meeting.





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- i. Committee voted on whether to continue to have BHS do the redactions or have a Committee Member do them (said member would not be able to score): by unanimous vote Committee decided to continue to have BHS do the redactions
- ii. Committee voted unanimously in favor of the three submission options (in-person at Town Hall drop boxes; in-person at BHS Counseling Office; non BHS email not accessible by any committee member)
 1. The Application will be amended to list these three submission options
 2. And to require that students using the drop box option place the completed application in an envelope which is clearly marked with the following: "TOB Scholarship Committee"
4. Committee member schedules for April
 - a. Jane out April 3-8
 - b. Kendra out April 24-29
 - c. Chris out April 9-13
5. Amended Essay scoring rubric to combine "recommendations" with "improvements", such that there are 4 essay elements, at 5 points each.
6. Committee discussed amending any TOBSF bylaws to state that any award must be claimed 3 years of the award date.
7. Joe Attubato, BHS Counseling Office representative, confirmed that Mark Sullivan, BHS Principal, approved the provision by BHS to the Committee of UNWEIGHTED GPA's, and Mark asked that this information be treated as confidential.
8. The next meeting will be held on February 5, 2025, at 6:45 pm at Grand View Farms.
9. Meeting adjourned at 8:10 p.m.

