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## TOWN OF BURLINGTON

### *Meeting Minutes*

Email minutes to [meetings@burlington.org](mailto:meetings@burlington.org) or Bring to the Clerk's Office. Thank you

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: March 5, 2025

TIME: 6:45 p.m.

PLACE: Grand View Farm – Marion Tavern – First Floor

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

ABSENT: Terese Weston

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#### Minutes

1. Meeting called to order at 7:04 p.m. Quorum present.
2. Citizens' Time: **None**
3. Will review Meeting Minutes for Feb. 5, 2025, at next meeting.
4. Development Actions for Application and review process
  - a. Recommended updating school contacts during next 2025-2026 term. Send email to all schools in September to obtain/confirm contacts.
  - b. Online high schools were discussed specifically.
    - i. As BHS does not provide a list nor contacts at this time, except for TECCA, the Committee will not reach out to private online high schools.
    - ii. Students at private online high schools can access the Application on the Town's website.
  - c. Reviewed and voted unanimously to adopt a press release
  - d. The Chair submitted a Conflict of Interest form to the Select Board and reported that the Board decided she could not participate in review of applications this term.
    - i. Chair and Board recommended the Committee adopt a procedure for Members whose child(ren) wish to apply for the TOBSF Scholarship.
5. Committee discussed the need to recruit new members as 4 Members will not be returning next term.
  - a. Chair requested that each member write a job description for their roles.
6. Next meeting is Wed. April 2, 2025, at 6:45 pm at Grand View Farm.
7. Meeting adjourned at 8:10 p.m.

