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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: April 30, 2025

TIME: 6:45 p.m.

PLACE: Grand View Farm – Marion Tavern – First Floor

MEMBERS IN ATTENDANCE: Jane Lynch; Debra Murphy; Kathleen Asher; Terese Weston; and Christine Kim

ABSENT: Kendra Lamoretti

Minutes

1. Meeting called to order at 7:00 p.m. Quorum present.
2. Citizens' Time: **None**
3. Committee discussed:
 - a. Selection of the award recipients from the applications as reviewed and scored by individual committee members (each application is initially independently scored by two committee members and given a score equal to the average of those two committee members' scores).
 - b. To ensure fair and uniform scoring, and to address the variability of scores among individual committee members, the committee used the following rescoring technique (after having decided that there would be 7 award recipients):
 - i. select the 7 applications with the top average scores from all applications as initially scored by the individual committee members, as described in 3(a), above;
 - ii. review the remaining applications (ie, that are not among those selected in 3(b)(i) above), and identify those applications whose top score (from the two initial scores by individual committee members) would fall within the range of the average scores defined by the applications in 3(b)(i) above
 - iii. Rescore the applications identified in (ii), above, with the rescoring being done by a committee member that is different from the two committee members who initially scored the application





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- iv. The lowest of the three scores (2 from the initial scoring, and 1 from the rescore) is dropped for each of the applications identified rescored in 3(b)(ii), and the two remaining scores are averaged, to arrive at a new average score for the rescored applications
 - v. The entire pool of applications is reordered, accounting for the new average scores calculated in 3(b)(iv) above, and the top 7 scores are identified therefrom.
 - c. Recommended changes to the scoring rubric for next year:
 - i. At the section for “Essay Elements”, add a fifth element for “followed directions”, so that each of the 5 essay elements is worth 4 points; also, each of the essay elements is either present or not present, so that for each essay element, an application receives either 4 or 0 points.
 - ii. At the section for “Unweighted GPA”, the new scoring is as follows
 - 1. For GPA of 2.00 or less, 0 points
 - 2. For GPA 2.1-2.9, 1 point
 - 3. For GPA 3-3.29, 3 points
 - 4. For GPA 3.3-3.49, 5 points
 - 5. For GPA 3.5-3.7, 7 points
 - 6. For GPA 3.71-3.99, 9 points
 - 7. For GPA 4.0+, 10 points
 - d. Recommended change to the way applications are distributed among committee members: first sort the applications by GPA (in ascending or descending order); then distribute one application per committee member, going in ascending/descending order of GPA through the applications and committee members, until all applications are distributed. In this manner, each committee member receives applications from the full range of GPA's present in the applicant pool.
- 4. The BHS Awards Night is May 29, 2025.
 - 5. Next meeting is planned for June 2, 2025, at 6:45 pm at Grand View Farm.
 - 6. Meeting adjourned at 9 p.m.

