



Town of Belchertown  
**SCHOLARSHIP COMMITTEE**  
School Central Office  
14 Maple Street  
Belchertown, MA 01007  
Tel: 413-323-0425

## Final Minutes of November 14, 2018

Members Present: Karol Coffin, Lisa Aiken, Lorraine Alves, Donna Robbins, Ruby Bansal, Erica Rose, Donna Lusignan. Minutes prepared by clerk Karol Coffin

5:34pm –Open Meeting

- Minutes – L. Aiken motioned to accept the minutes of October 17, 2018 as written, R. Bansal seconded. All in favor 6:0.

5:37pm- L. Alves joined the meeting

- **Discussion Items/Updates:**

Scholarship Fund Account Balance: as of October 1, 2018 is \$3828.77

Private Donation Match Challenge- \$922.95

Total Account Balance: \$4751.72

Press Release: A press release appeared in the Belchertown Sentinel Newspaper, informing the community of a private donation match challenge up to \$2500 for the scholarship fund. D. Lusignan thanked the editor for her continued support.

- **Action Items:**

Finalize FAQ Insert, Cont'd: The committee finalized the “Frequently Asked Questions” (FAQ) insert that will be used in the next quarterly tax billing cycle. This insert will provide a host of information about the Committee, its functions and how donations can be made. In addition, the committee has added the match challenge information to the header of this insert to serve as a reminder that donations are still needed to meet our goal of \$2500.

Revise Rubric: The Committee began work revising its current rubric for year 2019. This will be an ongoing process and has direct correlation to the scholarship application. The committee will continue revising this document at the next meeting.

Revise Scholarship Application: The Committee began work revising its current scholarship application. This will be an ongoing process and has direct correlation to the rubric grading system. The committee will continue revising this document at the next meeting.

Set Next Meeting Date: The Committee set its next meeting for Monday, December 17, 2018 at 5:30pm, located at the School Central Office.

- 7:00pm L. Alves made a motion to adjourn the meeting. R. Bansal seconded.  
Vote unanimous 7:0

