



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

## Final Minutes of December 17, 2018

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

5:30pm –Open Meeting

- Minutes – L. Aiken motioned to accept the minutes of November 14, 2018 as amended, E. Rose seconded. All in favor 5:0.
- **Discussion Items/Updates:**  
Scholarship Fund Account Balance: as of December 17, 2018 was \$3829.47  
Private Donation Match Challenge- \$962.95  
Total Account Balance: \$4792.42

5:38pm- Ruby Bansal joined the meeting.

- **FAQ Insert:** D. Lusignan submitted the “Frequently Asked Questions” (FAQ) insert to the Treasure/Collectors Office by the December 1<sup>st</sup> deadline and to be inserted into the next quarterly tax billing cycle.
- **Annual Town Report:** D. Lusignan will prepare this report which must be submitted by January 15, 2019.
- **Action Items:**  
Revise Rubric, Cont’d: The committee made final revisions to the rubric grading system that will be utilized in conjunction with the scholarship application process for year 2019.

Revise Scholarship Application, Cont’d: The Committee began work revising its current scholarship application and would like to see the application re-formatted into a Google Form Doc. for ease of completing and uploading required documents. D. Lusignan will connect with the school IT Dept. with this request.

Set Meeting Dates: The Committee set the following meeting dates for year 2019 as follows:

- January 16, 2019 (Wed.) at 5:30pm, School Central Office
- February 7, 2019 (Thurs.) at 5:30pm, School Central Office
- March 7, 2019 (Thurs.) at 5:30pm, School Central Office
- April –TBD (Tentative dates are 3<sup>rd</sup>, 4<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> pending members schedules)  
D. Lusignan stressed the importance of attendance regarding the upcoming 2019 meetings, as the application process moves quickly into the final award process.
- **Resignation:** D. Lusignan received a letter of resignation from High School Committee Member Donna Robbins. The Committee extended their thanks for her service. D. Lusignan will proceed with efforts seeking to fill this vacancy.
- 6:39pm L. Alves made a motion to adjourn the meeting. R. Bansal seconded. All in favor 6:0