



Town of Belchertown  
**SCHOLARSHIP COMMITTEE**

School Central Office  
14 Maple Street  
Belchertown, MA 01007  
Tel: 413-323-0425

## Final Minutes of March 22, 2018

(Town Hall Meeting Room 104 @ 6:00pm)

Members Present: Erica Rose, Donna Robbins, Donna Lusignan, Mike Knapp, and Lisa Aiken. Minutes by Clerk Lisa Aiken

6:02 p.m. – Chairman D. Lusignan called the meeting to order

Minutes: D. Robbins made a motion to approve the minutes of February 6 2018 as written. L. Aiken seconded. Vote unanimous 5:0.

Scholarship Fund Account Balance Update: The balance as of March 21, 2018 was \$5229.20 (+ \$ 141.63 from 2/26/2018). The account showed a deduction of -\$45.88 from March 1<sup>st</sup> to March 21<sup>st</sup> reflected through the interest on account line item. Committee members questioned this single account deduction. D. Lusignan will seek information on this matter.

Scholarship Fund Application Procedures & Website: Update

- The New Scholarship Committee website and student application portal is now “live”. Each committee member has been given access to view student scholarship applications.

Public Outreach for Scholarship Application & Information:

- D. Lusignan provided notification of the website address and scholarship application to the guidance offices at BHS and Pathfinder Regional Technical Vocational High School.
- D. Lusignan provided the scholarship application information to the Sentinel newspaper to which the editor’s column posted into the March 1, 2018 edition.
- D. Lusignan reached out to BHS Principal Ms. Vigneux who provided scholarship application availability and information to the students via a school “morning announcement” as well as providing paper applications in the scholarship file located in the guidance office(s). She has also posted the information in a written announcement located on the BHS website main page. D. Lusignan, on behalf of the committee, thanked Ms. Vigneux for her support towards student outreach.
- Member, Erica Rose posted the scholarship information to the Belchertown Schools Parent Facebook page.
- Clerk, L. Aiken posted information on several Pioneer Valley homeschool forums.

Scholarship Application deadline change: The deadline to receive student applications was changed from March 30, 2018 to March 29, 2018, due to the recognition of “Good Friday” and school closings. The BHS principal has asked students to turn in their scholarship applications by the end of school day on Thursday, March 29<sup>th</sup>.

Senior Awards Night: Chairman Lusignan received an invitation from BHS Principal Vigneux to formally participate in the BHS Senior Awards Night slated for May 30<sup>th</sup> starting at 6 p.m. in the BHS auditorium. D. Lusignan responded on behalf of the committee stating that although no applications have been submitted to date, a placeholder be kept to award. In addition, D. Lusignan stated that she would reach out to Board of Selectmen committee liason Ms. Brenda Aldrich, to present with her as town representative. Scholarship award recipients will receive an invitation from the Committee to attend as well.

Action Item: "Rubric System" – The Committee compared two sample rubrics. Five categories will be used in the rubric – Financial Need, Character and Community Service, Academic Grades, Extra-curricular Activities, Essay – with each category being weighted equally. D. Lusignan and E. Rose will combine the two rubrics to suite the Committee's needs. The final comprised system will be provided in paper format for each member to complete per applicant and to have these final documents kept as final record. D. Robbins made a motion to accept the rubric as discussed. M. Knapp seconded. Vote unanimous 5:0

Next Meeting: The Committee set the next meeting for Wednesday, April 11, 2018 with location to be determined. Committee members were informed this would be the last meeting for applicant award process and in time for senior awards nite. D. Lusignan encouraged all committee members to be present for this process.

6:59 p.m. M. Knapp made a motion to adjourn the meeting, L. Aiken seconded. Vote unanimous 5:0