



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

## Final Minutes of April 11, 2018

Members Present: Donna Robbins, Donna Lusignan, Karol Coffin, Lorraine Alves, Mike Knapp, and Lisa Aiken. Minutes by Clerk Lisa Aiken

5:32pm – Chairman D. Lusignan called the meeting to order

Minutes: M. Knapp made a motion to approve the minutes of March 22, 2018 as written. L. Alves seconded. Vote unanimous 5:0.

- Scholarship Fund Account Balance Update: The balance as of April 11, 2018 remained unchanged at \$5229.20. D. Lusignan provided the committee with information concerning a prior account deduction however, the committee is seeking further information. D. Lusignan will speak with the towns Treasurer Collector to address this matter.
- Letter of Notification to Expend Award(s) Amount for Year 2018 – D. Lusignan sent a letter to the Towns’ Treasurer/Collector and Town Accountant pursuant to M.G.L. 60, 3C, stating the Scholarship Committee will be spending down the Scholarship Fund by \$3000 thereby leaving a marginal balance in the account towards next year’s awards.
- Invitation to BOS Liason to attend Senior Awards Night –D. Lusignan sent a letter of invitation to the committees Board of Selectmen liason Ms. Brenda Aldrich to accompany her on Senior Awards Night for the presentation of scholarship awards.
- Senior Awards Night-Outreach Table –As with last year, the committee will have a display table in the lobby of the Belchertown High School to provide information on how donations can be made to the Scholarship Fund.

Provision of Rubric System (Procedure): The committee received the finalized rubric system to assess submitted scholarship applications and noted the following:

- Members questioned the word “numerous” in the Community Service and Character category for the “Exceptional” 5-point level and agreed to disregard the number of community service experiences listed since only one was required on the application.
- Consistency in scoring was deemed of utmost importance.
- The Committee agreed that the EFC will be the main factor when giving a score on the rubric for “Financial Need”, category.
- Ethics, Recusal and Look of Appearance: D. Lusignan reminded all committee members prior to the application review process of any possible ethical situation(s) that may arise. Members were advised to recuse themselves, at will, and by doing so will be noted into the record. L. Aiken

stated for the record that due to ethical concerns she would not be engaging in the final review process should her chosen applicants become finalists.

- First Round/Review of Scholarship Applications: The committee received 30 scholarship applications for year 2018 consisting of 28 from BHS students and 2 from Pathfinder School students. L. Alves made a motion to narrow the thirty(30) applicants down to six(6) and via the committees newly implemented rubric system. M. Knapp seconded. Vote unanimous 6:0:0. L. Aiken stated for the record that she would be recusing herself from the final review process; adhering to ethical requirements. The Committee will further reduce the applicant selections to three at their next meeting.
- Outreach for Scholarship Application & Information: Brenda Turner, a guidance counselor at Pathfinder, informed D. Lusignan that unfortunately all correspondence sent to Pathfinder contact Mr. Cole Rodgers went into his spam folder. It was noted that although the information was sent by D. Lusignan on March 29<sup>th</sup>, 2018, it was never discovered nor distributed to the students. Therefore, D. Lusignan and L. Alves (Pathfinder Rep.) made an immediate decision to extend the deadline by one week until Friday, April 6<sup>th</sup> in order to allow Pathfinder students a chance to submit applications. The Committee was agreeable to this emergent situation and noted for next year that a responsible contact at Pathfinder will need to be clarified regarding the scholarship process.

6:44 p.m. L. Alves left meeting

- Next Meeting: The Committee set the next meeting for Wednesday, May 16, 2018 at 5:30 p.m. with location to be determined.

6:53 p.m. D. Lusignan made a motion to adjourn the meeting, M. Knapp seconded. Vote Unanimous 5:0