



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



FINAL  
Minutes of  
Wednesday, May 10, 2017

Members Present: Karol Coffin, Michael Knapp, Theresa Przyblowicz, Donna Lusignan, Franco Dell'Olio, the Home School Seat remains vacant. Donna Robbins -minutes

6:00pm- Chairman D. Lusignan opened the meeting.

- Minutes: The Draft minutes from April 6, 2017 were accepted as written. D. Lusignan, motioned to accept the minutes, D. Robbins seconded, All in favor. Vote: 5:0:1( F. Dell'Olio absent)
- Committee Requirements:
  - a. Chairman D. Lusignan informed the Committee of the Annual Appointment Process. All members expressed interest with continuing their service on this committee. D. Lusignan will submit a letter of recommendation to the Belchertown Board of Selectmen recommending all committee members to serve until June 30, 2018, each member to serve one-year term seats.
  - b. Meeting(s)/Agenda Posting Requirements: D. Lusignan informed designated committee members of the necessary requirements pertaining to postings and requirements with the Town Clerks office.
  - c. Open Meeting Law Guide-M.G.L. c30A: D. Lusignan provided copies of this document to each member.

Discussion Items:

- a. Approve Scholarship Committee Letterhead: Committee members are pleased with the formatted letterhead as provided. Discussion was held as to the addition of providing an email address and facsimile number and who/where the interconnection would best be served. The addition of this information will play an integral part of the actual scholarship application process for students' submittals and the committee needs to be sure internet access is a portal best used. Further discussion will be held at the next meeting.
- b. Home School Vacancy: M. Knapp informed the committee there may be an interested party to fill this vacancy. Until such time, the town will continue to post this vacancy which runs until May 31, 2017.
- c. Scholarship Fund Account Balance-Update: The balance of the account is now \$763.01. (up +\$50.00).
- d. Committee Funding: There is no funding provided for this committee. The committee held discussion as to holding fundraisers in order to provide funding for provisions such as mailings, postage and outreach.
- e. Senior Awards Ceremony: This year's ceremony will be held at the Belchertown High School in the Veterans Memorial Auditorium on Wednesday, May 31, 2017, beginning at 6:00pm. The committee will not be awarding scholarships this year, due to lack of funds.

- f. Annual Press Release Announcement: Members of the committee each received a copy of the last announcement that was used. The committee will review and revise this document for public outreach within the Belchertown community. The committee will hold further discussion on this matter at the next meeting of June 28, 2017.
- g. Scholarship Fund Application, Information & Instructions: All committee members received a copy of the last application that was made available for students to apply for a scholarship. This document will be reviewed and revised to include new submittal procedures. The committee will hold further discussion on this matter at the next meeting of June 28, 2017.

Miscellaneous Matters: There was no discussion held on this matter.

Next Meeting Date: The Scholarship Committee Meeting will be held on Wednesday, June 28, 2017 at 6:00pm, at the Central School Office.

6:45pm: D. Lusignan motioned to adjourn the meeting, K. Knapp seconded. All were in favor.  
Vote: 6:0:0.