

# Franklin School Board

## Scholarship Committee Meeting

### MINUTES

AUGUST 11, 2016

6:30 PM

FRANKLIN HIGH SCHOOL LIBRARY

<b>MEETING CALLED BY</b>	Robert Lucas, Co-Chair
<b>TYPE OF MEETING</b>	School Board Scholarship Committee
<b>FACILITATOR</b>	
<b>NOTE TAKER</b>	Robert Lucas, Co-Chair
<b>TIMEKEEPER</b>	Robert Lucas, Co-Chair
<b>ATTENDEES</b>	Robert Lucas Scott Burns Robin Gargano Deb Brown Andrea McFall

### Agenda topics

MEMBER RESIGNATION

LUCAS

<b>DISCUSSION</b>	An informal e mail was received from Tam Feener saying that she was no longer serving on the School Board Scholarship Committee. Ms. Feener served as secretary.	
<b>CONCLUSIONS</b>	This resignation, although not formal, was accepted by this committee.	
<b>ACTION ITEMS</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DEADLINE</b>
1. Inform the school board of resignation at next school board meeting. School Board may appoint a replacement .	Burns/Brown	8/15/2016
2. Select <u>acting</u> secretary. Select full term secretary when board position is filled.	Lucas	8/10/2016
<b>MOTION</b>	<b>MOVE</b>	<b>SECOND</b>
A motion was made to accept the recommended action items (above)	Burns	Brown

FINANCIAL REPORT

LUCAS

<b>DISCUSSION</b>	Mr. Lucas reported a current balance of \$1668.60	
<b>CONCLUSIONS</b>	None	
<b>ACTION ITEMS</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DEADLINE</b>
None		
<b>MOTION</b>	<b>MOVE</b>	<b>SECOND</b>
None		

FUTURE FUNDRAISERS

ALL

<b>DISCUSSION</b>	Various fundraising ideas were discussed. The raffle calendar and 50/50 drawings have been most successful.	
<b>CONCLUSIONS</b>	1. Will conduct a raffle calendar for the month of December 2016. 2. Will conduct 50/50 fund raisers at Franklin First Day, Community Day, Christmas Tree Lighting.	
<b>ACTION ITEMS</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DEADLINE</b>
1. Provide list of potential donors to calendar. Members to make other donor recommendations. 2. Divide list equally among members. 3. Members to solicit businesses for donations. 4. Develop printed materials including solicitation letter ( Kathy) 5. Sell Calendars 6. Conduct 50/50 at Franklin First Day, Community Day, Christmas Tree Lighting	1. Burns 2. All 3. All 4. Gargano 5. All 6. TBD	Materials ready by 10/15 Selling starts 11/1
<b>MOTION</b>	<b>MOVE</b>	<b>SECOND</b>
To accept these action items	Lucas	Burns

ADOPTION OF NEW MINUTES  
FORMAT

BURNS

<b>DISCUSSION</b>	A new minutes format was discussed. This new format is uniform with many city and school committees.	
<b>CONCLUSIONS</b>	It was concluded that this committee will adopt this new format with minor recommended edits.	
<b>ACTION ITEMS</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DEADLINE</b>
1. Make recommended edits to template. 2. Distribute template to all members. 3. Use the new format for all meetings	All	Ongoing
<b>MOTION</b>	<b>MOVE</b>	<b>SECOND</b>
Adopt new format as ammended	Lucas	Burns

OVERVIEW & ADOPTION OF  
MISSION-VISION-VALUES  
STATEMENT

BURNS

BURNS

<b>DISCUSSION</b>	This document was reviewed and discussed by the members present. This was a second reading.	
<b>CONCLUSIONS</b>	It was concluded that various recommended edits were necessary.	
<b>ACTION ITEMS</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DEADLINE</b>
1. Revise document 2. Distribute revised document	Burns	8/17/2016
<b>MOTION</b>	<b>MOVE</b>	<b>SECOND</b>
Motion was made to accept document with amendments	Lucas	Brown

REVIEW AND ACCEPTANCE OF  
SELECTION CRITERIA  
DOCUMENT

ALL

<b>DISCUSSION</b>	Various edits for finalization were discussed	
<b>CONCLUSIONS</b>	Accept document with suggested edits	
<b>ACTION ITEMS</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DEADLINE</b>
Revise final document per recommendations	Burns	8/17/2016
<b>MOTION</b>	<b>MOVE</b>	<b>SECOND</b>
Motion was made to accept document with amendments	Brown	Lucas

<b>NEXT MEETING</b>		
September 14, 2016 @ 6:30p – Franklin High School Library		

<b>OBSERVERS</b>	
<b>RESOURCE PERSONS</b>	
<b>SPECIAL NOTES</b>	Gargano excused at 7:20p. McFall left at 7:30p

MOTION TO ADJOURN WAS MADE AT 7:35P AND WAS PASSED UNANIMOUSLY.