

**Scholarship & Education Committee
Meeting Minutes - Draft
Tuesday, August 27, 2019, 6:30 P.M.
City Hall Annex, 98 Washington Street**

Called to Order: 6:30 p.m.

Members Present: Tyler Carlton, Elizabeth McGovern, Tayla Rose, Amy Stewart, Jennifer McAlpine

Staff Present: Dominick Pangallo

1. Welcome and introductions

2. Approval of minutes

The committee unanimously approved the minutes of July 23, 2019

3. Financial update

The Scholarship Fund received \$106 in July and has a balance of \$1,063.62. The Education Fund received \$ 235.69 in July and has a balance of \$22,376.35. Dominick distributed the four-year trends for April, May, June, and July. Liz asked about an apparent debit in the Education Fund report from the turn of the Fiscal Year; Dominick indicated he would check with the Finance Department and report back.

4. Old business

a. Discussion on the use of the Education Fund

Tyler shared a draft of the Google Form he created for Education Fund grant applications and the committee reviewed the draft, offering some edits to it. Tyler will incorporate the changes and circulate the final version to committee members. The committee discussed criteria for Education Fund grant application evaluations and the types of projects or uses for the funds that would be allowable or not (stipends and salaries will be prohibited), as well as whether or not to set a cap (a cap of \$5,000 was agreed upon). The committee decided also to ask awardees to report back to the committee after a project is completed. Dominick reported that there is no update on the status of the Education Fund special act legislation, which was filed in July. He will follow up with Rep. Paul Tucker's office.

b. Fundraising

The application to host a fundraising night at Flatbread Pizza will be submitted, with a target date of November 12th for the event. Dominick will ask the Youth Commission if they will help the committee create the required banner for the restaurant. The committee decided to also hold a 50/50 raffle on the evening of the event. Tyler reported that he reached out to PZA to hold an event, but has had no response so far. The 99 agreed to host a fundraising night and the committee will seek October 21st, with a goal of getting flyers in school backpacks and at local hotels. For Haunted Happenings, Tyler will get a street performance license to busk and raise money for the scholarship fund. Dominick will set up a free text-to-donate account through Give Lively so posters can be placed on the October shuttles and elsewhere to raise donations in October from visitors.

5. New business

Dominick reported that with Jamie Flynn no longer working at Salem High School, there is a vacancy in the seat intended for the Superintendent or her designee. He has reached out to the Interim Superintendent to ask that she name a new member for the committee for that seat.

Next Meeting: Tuesday, September 24th, 6:30 p.m., City Hall Annex

Adjourned: 7:15 p.m.