

Minutes of Somerville Municipal Scholarship Committee - Open Meeting (In-person)

Monday, March 25, 2024 at 6pm

In Attendance:

Eric Lopez (President)

Shari Pitkin (Vice-President)

Darci Hanna (Secretary)

Melanie Kessler, Representative of the Superintendent

Quorum Attained

- Approval of minutes: Past minutes from 2/12/24 approved
- Committee reviewed city's online application form for scholarship
- Melanie indicated that we need FERPA approval to get transcripts from students and will have to adapt the form accordingly
- Committee has decided to accept unofficial transcripts for applications and will request official transcripts for awardees to confirm information before releasing funds to schools
- Adjustments need to be made in several categories, Eric has noted them
- FAFSA isn't available if students don't have a social security number, MASSFA is an alternative, we'll ask if they have applied for either and for their SAI (financial need)
- Eric will make edits with the IT team and should see next version on Wednesday
- Once it is ready, around 3/30-3/31, we can populate the flyer with a QR code and send it out to counselors
- Shari reviewed contact list for schools and prepared introduction letter for them
- Applications will be due May 1
- Next meeting in April, TBD

Notes submitted by Darci Hanna, SMSC Secretary