WILLIAM S. HARVEY DELTONA SCHOLARSHIP
ADVISORY BOARD MINUTES
WEDNESDAY, MARCH 14, 2012

1. CALL TO ORDER:

Vice Chair Peggy Fisher called the meeting to order at 6:39 PM.

2. ROLL CALL:

Chair Dawn Drysdale	Present (6:41 PM)
Vice Chair Peggy Fisher	Present
Christopher Alcantara	Present
Karen Chenoweth	Present
David Dawson	Present
Gretel McNancy	Present
Vernon Moore	Present (7:00 PM)

3. APPROVAL OF MINUTES: – November 16, 2011.

Motion by Karen Chenoweth, seconded by David Dawson to approve the minutes of November 16, 2011 as presented.

Motion carried with members voting as follows: Peggy Fisher, For; Christopher Alcantara, For; Karen Chenoweth, For; David Dawson, For; and Gretel McNancy, For.

4. OLD BUSINESS: None.

5. NEW BUSINESS:

A. Discussion and Ranking of Scholarship Applicants.

The board began with discussion concerning how they would proceed with scoring the applicants.

Christopher Alcantara stated he planned to abstain from scoring his sister's application packet.

Peggy Fisher stated she was concerned about the number of applications that failed to provide references which she considered to be incomplete and she asked the other board members if they were considering them incomplete as well. David Dawson explained that he made a note on his scoring sheet when the references were not provided. Karen Chenoweth stated she just adjusted their score accordingly. Christopher Alcantara stated that he came across missing references as well, but graded them anyways because he does not call the references. David Dawson said that he was not sure if the references could be called, so he did not call them and Gretel McNaney said that she would not call them either.

Peggy Fisher said she was concerned about accepting applications without references as complete because it would be hard to draw the line between missing references and other missing information. Gretel McNaney stated that she felt some of the applications had missing financial information also. Chairperson Dawn Drysdale asked the staff liaison to make a note for next year to look at whether or not to include a reference section in the application.

Motion by Peggy Fisher, seconded by Christopher Alcantara; scoring will not be impacted by applications without references or references missing phone numbers and the Board concurred.

Karen Chenoweth asked the staff liaison to adjust the formula on the ranking spreadsheet to average the scores of Carina and Catherine Alcantara based on six board members since Christopher Alcantara abstained from scoring his sisters.

Christopher Alcantara asked if the board members could discuss their scoring methods with David Dawson since he was new to the board and unsure of the process. The other board members agreed that the scoring methods of all the members, even if they differ, will balance themselves out in the end.

Peggy Fisher recommended adding the applicant's date of birth on the applications in the future and Karen Chenoweth agreed.

Vernon Moore joined the meeting at 7:00 p.m. and his scores were added.

David Dawson mentioned that one of the (James Baker) applications had an essay that was not 500 words and inquired about how the other members treated the application; specifically if they considered the application incomplete. The other board members said they just adjusted the scoring under the essay category.

Christopher Alcantara and Gretel McNaney mentioned that Jennifer Lichtenwald submitted her FASFA application rather than her FASFA report. Christopher Alcantara stated that this should make her application incomplete since the requirement is to submit the report. **After discussion, the board concurred not to score Jennifer Lichtenwald's application.**

Christopher Alcantara and Peggy Fisher stated that Samantha Piper's application was missing page two and Form 1040 stated someone else could claim her, but she did not provide their return. **After discussion, the board concurred not to score Samantha Piper's application.**

Christopher Alcantara asked what happens if an applicant does not attend a college or university after receiving an award. The staff liaison replied that the award check is sent to the school with a letter stating that the funds are to be refunded to the City in the event that the recipient does not attend the school in the Fall. Peggy Fisher and Christopher Alcantara asked if the funds would be given to the next applicant or if it would be returned to the Recycling Fund. The staff liaison explained that she is not aware of a process that would allow the funds to go to the next applicant, so if that situation were to occur, she would advise the board and recommend that they

seek direction from the Commission. She also stated the budget process does not allow the refunded money to be credited towards the following year. Christopher Alcantara and Gretel McNaney suggested giving the Commission additional names if that situation occurred.

Christopher Alcantara suggested that the transcript requirement for next year should specify "most recent" transcripts. Gretel McNaney agreed, and Dawn Drysdale asked the staff liaison to make a note of that for discussion next year.

The board discussed Hannah Wilson's application and decided to allow her college placement test (CPT) scores for the standardized test score requirement and they then scored her based on her complete application.

Dawn Drysdale stated that she had been unable to score the remaining applicants (Michael Thomas, Tyler Wierengo, Caitlyn Willis, Andrew Wilson, and Hannah Wilson) based on computer issues she was having. The formula for averaging their scores was adjusted to reflect the average of the other six (6) board members who scored them.

B. 2011/2012 Award recommendations.

A spreadsheet was used to organize the applicants from highest average score to lowest.

The board recommended awards to applicants with a final score of 95 to 95.57 - $3,000; 90 to 92.43 - $2,000; 88.71 to 89.71 - $1,500; and 86 to 88.57 - $1,000.

Motion by Peggy Fisher, seconded by David Dawson to approve the ranking and awards as designated on their ranking spreadsheet and the board concurred.

6. PUBLIC COMMENTS: None.

7. ADJOURNMENT:

Motion by Dawn Drysdale, second by David Dawson to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 8:32 p.m.

ATTEST:

Rebecca Wilk

Rebecca Wilk, STAFF LIASION