

**MARTHA'S VINEYARD REGIONAL HIGH SCHOOL**  
**School Committee Meeting**  
**Monday, September 8, 2025 at 5:30 pm**  
**Library or Zoom**

Present: Chair – Skipper Manter, Jennifer Cutrer, Kathryn Shertzer,  
Robert Lionette, Marsha Shufrin, Kelly Scott  
Zoom: Vice Chair - Rizwan Malik, Amy Houghton\*, Sarah Murphy\*

Staff: Principal - Sean Mulvey, Director of Student Affairs – Jared Andrews,  
Finance Director – Suzanne Cioffi, Director of Operations - Sam Hart,  
Assistant Principal - Justine De Oliveira, Administrator of Special  
Education - Erinn Fauteux\*\*  
Zoom: Technology Director - Rick Mello, Facilities Director - Jason  
O'Donnell\*

Supt.'s Office: Superintendent – Richard M. Smith, Ed.D., Director of Student  
Support Services – Hope MacLeod\*\*, School Business Administrator –  
Mark Friedman

Towns/County: West Tisbury – Clark Rattet

Press: Vineyard Gazette – Louisa Hufstader, MVTV, MV Times - Sarah  
Shaw Dawson

Recorder: Rebecca Claussen

\*indicates late arrival  
\*\*indicates early departure

**Please note: All business will consist of a discussion and possible *vote* to take action.**  
*(Recorder's Note: Discussions are summarized and grouped for clarity and brevity)*

**I. Welcome - Chair**

Chair Skipper Manter called this meeting to order at 5:33 pm.

**II. Routine Reports**

**A. Massachusetts School Building Authority Update**

Deon Alley, Chair from the MVRHS School Building Committee presented an update. In August 2025 the MSBA approved our (ESR) preferred schematic putting us now in the schematic design phase, which needs to be completed by December, 2025. To be prepared for the annual April and May 2026 town meetings, the committee will meet twice per month to keep the process moving forward. It was recently agreed that the size of the building will not exceed 199,900 sqft. Tappe Architects and CHA, owners project managers will start to drive this process. This summer was spent working through the design and having the committee in consensus with the design brought forward. The committee has been instructed to speak only to the building project and not the financial funding that is going to be needed. This is a community project and it is important that the School Committee is in lock step with the towns on this process. Robert Lionette did ask about the sqft restrictions and how will the committee be informed if there needs to be reductions to which Deon Alley suggested that would be an Ed plan change and that would have to go through the Superintendent and the School Committee. Richie Smith indicated that there have been space needs meetings almost weekly with Tappe Architects and we have been meeting all the Ed plans to date. It is likely that sqft adjustments will be minimal and should not affect Ed plans. Amy Houghton is on the committee and will make sure to keep the MVRHS SC aware should there be changes that should be discussed. The MVRHS School Building Committee has no plans to make changes to the Ed plan

and instead that would have to be done as a proposal through the construction manager.

## **B. Student Report**

### **1. Student Report of Activities**

Presented by Senior Class Vice President and President, Nora Motahari and Milo Sullivan. Nora referenced Freshman Orientation and how nice it was to see the new students engaging with the older students. Nora indicated that students and staff have been in favor of the new schedule, enjoying no more fast Mondays and liking the new Super Flex. The clubs do not have an update as the club fair will be within the next month which will be great for underclassmen to get involved and for new clubs to come to the school. Milo spoke about boys soccer 2-0, girls soccer is 1-1, Football has their first game this Friday, Field Hockey is 0-1. Concession stands will be out and there will be a food truck fundraiser and Nantucket is coming for games this weekend. Cross Country had over 600 runners for the 18th annual meet on the island. Nora spoke about the student and staff recognitions by welcoming Mr. Mulvey, and new teachers, Olivia Knight for Spec Ed, Jack Pachico for Business, Edward Hickey for Math, Scott Boddery for History, Becca Scalpelli for Math, Erinn Fauteux for Special Education and Rachel Cook for Special Education. And at this time there are no student concerns.

## **C. Principal**

### **1. General Update**

Principal Sean Mulvey also welcomed new staff, including but not limited to Tatiane Correa for Portuguese, Luna Harre as an ESP, and Erinn Fauteux is here today with a strong background in Special Education. These new staff members meet with Justine De Oliveira at least weekly throughout the year where she provides support and believe this program helps with staff retention. Sean Mulvey spoke about HOPE Squad which is a school based, peer to peer, suicide prevention program, that trains and mentors students, who are nominated by their peers, to perform intentional outreach with fellow students. Amy Liliavois, school adjustment counselor has reported that suicidal thinking is reported to staff by peers more often than adults, which is the thought behind this program, where nominated students will go through an intense training program to help benefit their peers. Next is the school improvement plan where Jared Andrews reported only one phone infraction so far this year, and so much positive feedback has been received by staff about creating a phone free environment and their classrooms being able to get right to work where there is no argument about phone storage. The SAO has provided an agreement available to all students and their families to sign and return should they so choose, acknowledging that they will not be bringing their phone into the building during the day. Justine De Oliveira moved into the Portrait of a Learner where we look at our core values that we want our students to develop outside of core content areas which are a compassionate peer, mindful communicator, adaptable thinker and resilient goal setter. We made great headway integrating those into our practices and vocabulary. Justine is running a Freshman Exploratory session where the portrait of a learner is the framework of the course. In addition this message will also be a part of morning meetings, enrichment

days and within core courses themselves. In terms of Collaborative Structures, there are teacher groups where teachers can opt in during their duty period, these groups are focused on the enrichment work, there is an AI group focusing on using AI responsibly, an Away for the Day group, a Building team and a data team, in addition to Justine working with the new hires. Sam Hart added to what was presented earlier in the evening by Deon Alley and mentioned that on February 26, 2026 there will be the funding reimbursement meeting with the state. We need to start defining spaces and adjacencies, and what goes where, which is being worked on with Elsbeth Todd who is on the School Building Committee. Sean Mulvey moved to the final slide, indicating that there is a significant amount of communication being put out through the MVRHS social media accounts with Instagram and Facebook.

#### **D. Superintendent**

##### **1. General Update**

Richie Smith spoke about Sam Hart and thanked him for his work on the school building project. In July there was an FAS (Facility Assessment Sub-committee) and the team was prepared to face scrutiny from the FAS of which very little was received, and in fact the committee received a lot of compliments on the ED program and how option 1 supports that plan. Adjacencies to content classes are going to be incorporated into the design. These compliments from the committee give the team confidence in moving forward. Next Richie Smith wanted to thank Sean Mulvey surrounding the opening of school and provided support by the administrative team.

*Votes Required*

##### **2. Transportation Contract Discussion and Possible Vote**

Richie Smith spoke about the negotiations with the transportation department as they are not a union bargaining unit but they are worked with in a similar manner to provide a contract and wage proposal. The district has had a run based contract for many years where the driver receives a certain amount per run and the charge depends on which location the run is to, which then needs to be translated into an hourly rate for Dukes County retirement. An hourly based program was the goal for this year, which is almost completed. There is a basic agreement in place for the wage scale van drivers, bus drivers and monitors. Brian Smith has been negotiating on the drivers behalf and presented last Wednesday to staff and there was an agreement to push forward. Richie wanted to bring that agreement tonight but there are still some things to work through. Richie would like to iron some things out and schedule a transportation sub-committee meeting. Richie is requesting the transportation department receive a 5% increase in their raise for this first pay period, then continue to work on the hourly based wage scale and implement the new contract as soon as it's ready. The 5% requested would acknowledge the negotiations and the district can transition into the new wage scale once it is complete. This was already budgeted for FY '26 as part of the assumptions across the board. In addition this 5% is in alignment with the new incomplete proposal. Amy Houghton asked for pay clarification to which Richie responded that the first payroll of the year is this Thursday.

Amy Houghton is asking for clarification about what the 5% is attached to, which is the previous year's pay scale, adding 5%. Amy Houghton expressed concerns about changing the structure before an agreement but Richie Smith indicated that this is just for the wage scale and there are still some things that need to be worked out. Because this is a complex pay structure it would be easier to increase by 5% then it would be to go back and do the math to fix from the current wage scale to the new proposed scale for retroactive pay. If this 5% is paid now, the district will not have to deal in retroactive pay, and once the new proposal is approved it will start from the approval date. Suzanna Cioffi spoke to the complexity of the current pay structure and Marsha Shufrin did ask about how we budgeted for to which Mark Friedman replied that in his more detailed comparison that does have some assumptions this 5% and the contracted proposal do remain in the approximate budgeted amount. Mark Friedman offered to make himself available to review numbers if anyone is interested. Richie Smith informed the committee that the transportation department is the only employee group that does not currently have an option for summer pay, this new proposal will allow them to opt into receiving pay over the summer. Skipper Manter suggested 5% is low based on the uniqueness of a transportation role, unusual hours, odd travel locations and responsibility. Skipper Manter suggested 7% as a more appropriate number. Suzanne Cioffi indicated that comparisons to other districts were done when coming up with this proposal. Mark Friedman expressed that 5% is what is in alignment with the budget for this year. Robert Lionette made a motion for 5% increase on the current run rate structure, seconded by Kelly Scott. Roll Call: Malik - Aye, Murphy - Aye, Scott - Aye, Lionette - Aye, Shufrin - Aye, Cutrer - Abstain, Houghton - Abstain, Shertzer - Aye, Manter - Nay.  
 Motion Passes: 6-1-2

### III. Consents

#### *Votes Required*

#### **A. Minutes: May 5, 2025, June 16, 2025, August 4, 2025**

Jennifer Cutrer made a motion to approve the minutes of May 5, 2025, June 16, 2025, August 4, 2025, seconded by Robert Lionette. Roll Call: Malik - Aye, Murphy - Aye, Scott - Aye, Lionette - Aye, Shufrin - Aye, Cutrer - Aye, Houghton - Abstain, Shertzer - Aye, Manter - Aye.  
 Motion Passes: 8-0-1

#### **B. Personnel**

No update at this time.

#### *Votes Required*

#### **C. Grants and Donations**

Suzanne Cioffi has one donation from Cape Cod 5 from the SWEAR Pickle Ball Tournament over the summer. Cape Cod 5 donated \$295 to pay for the t-shirts. Amy Houghton made a motion to accept the donation from Cape Cod 5, seconded by Jennifer Cutrer. Roll Call: Malik - Aye, Murphy - Aye, Scott - Aye, Lionette - Aye, Shufrin - Aye, Cutrer - Aye, Houghton - Aye, Shertzer - Aye, Manter - Aye.  
 Motion Passes: 9-0-0

#### *Votes Required*

Mark Friedman started a screen share for 9 grants to be accepted this evening,

totaling almost \$1.6 million. Many of these are annual grants, with a couple new ones.

- FY '26 MVRHS, Early College Support Grant \$125,000 in partnership with Middlesex College.
- FY '26 ALL SCHOOLS, Partnership for Reading Success Grant \$259,000.
- FY '26 MVRHS CTE, Secondary and Post Secondary Program Improvement and Equipment Grant, \$5000, needs to be spent by the end of September 2025.
- FY '26 MVRHS CTE, Strengthening Career and Technical Education for the 21st Century Act (Perkins V) Secondary Allocation Grant, \$35,001.
- FY '26 ALL SCHOOLS, Department of Elementary and Secondary Education Federal Funds (Titles I, II, III & IV), \$299,359.
- FY '26 ALL SCHOOLS, Individuals with Disabilities Education Act (IDEA) Federal Special Education Entitlement Grant, \$743,221.
- FY '26 ALL SCHOOLS, Early Childhood Special Education (ECSE) Program Federal Entitlement Grant, \$10,414.
- FY '26 ALL SCHOOLS, Student Opportunity Act Evidence-Based Practice Grant (SOA), \$100,000.
- FY '26, Mass Life Science, STEM Equipment Grant, \$11,870.

Kathryn Shertzer made a motion to accept the \$1,588,865 in grants, seconded by Amy Houghton. Roll Call: Malik - Aye, Murphy - Aye, Scott - Aye, Lionette - Aye, Shufrin - Aye, Cutrer - Aye, Houghton - Aye, Shertzer - Aye, Manter - Aye. Motion Passes: 9-0-0

*Votes Required*

#### **D. Out of State and Overnight Travel**

##### **1. Girls Soccer**

Sean Mulvey spoke to this event which is for the Girl's Soccer team to travel to play Sutton High School and also watch a collegiate game between Harvard vs Northeastern overnight but in state. Robert Lionette asked about chaperones which are 10-1, or 6-1 overnight. Buses were not available so it is going to be a combination of private vans and parent transportation. It turns out this occurred this past weekend. Kelly Sott made a motion to retroactively approve the trip, seconded by Kathryn Shertzer. Roll Call: Malik - Aye, Murphy - Aye, Scott - Aye, Lionette - Abstain, Shufrin - Aye, Cutrer - Aye, Houghton - Abstain, Shertzer - Aye, Manter - Aye.

Motion Passes: 7-0-2

*Votes Required*

#### **E. Athletic Waiver for Dance, Cheer Teams**

This was brought to Sean Mulvey by Acting Athletic Director, Mike Joyce, due to low participation numbers, the interested 8th graders would bring their number to 9. Cheer is no longer interested in this waiver. Skipper Manter asked if it is worth pursuing the dance team based on such low numbers, to which Sean Mulvey replied that this is only the second year, staff was also surprised at the low numbers but are hopeful that will increase as the season goes on, as it had high participation last year. Amy Houghton made a motion to approve a waiver for the dance team to allow 8th graders to participate for the FY '26 school year, seconded by Kelly Scott. Kelly Scott did say that dance is expensive and this program may encourage new students to participate, knowing that we may need to

revisit the program if it isn't growing. Kathryn Shertzer expressed similar concerns. Roll Call: Malik - Aye, Murphy - Aye, Scott - Aye, Lionette - Aye, Shufrin - Aye, Cutrer - Abstain, Houghton - Aye, Shertzer - Aye, Manter - Aye.  
Motion Passes: 8-0-1

*Votes Required*

**F. Athletic Greens 1 (AG1) Commercial Request September 15, 2025**

Presented by AG1 with a screen share, where AG1 would like to use the building and Teacher Anna Cotton to film a commercial about their product. AG1 is a daily health drink, and they are planning to launch a new campaign, one scoop a day, one scoop ahead. They reached out to Anna Cotton as a teacher in her busy season. They would film on Sunday, September 14, 2025, her morning routine at home and at school. They will use hallways and her classroom. They will not disclose the school name unless the committee is comfortable with it, and no students will be filmed. They are using a local company for filming, Circuit Films. Kathryn Shertzer expressed some concerns about a staff member being reimbursed for her work, is the school also receiving compensation? Amy Houghton did mention that we do have facility fees to which Jason O'Donnell replied yes, up to \$40/room depending on non-profits. Amy Houghton made a motion to allow AG1 to use the Martha's Vineyard Regional High School for a commercial shoot, pending completion of the licensing agreement and funding, seconded by Robert Lionette. Skipper Manter expressed discomfort in using a commercial entity using a taxpayers building for personal gain, to which Amy Houghton and Robert Lionette agreed the PAC is used for this purpose as well. Marsha Shufrin agreed with Skipper in regards to the building use, but supported the commercial being filmed on island. Rizwan Malik asked AG1 if they have done other school video shoots before to which they have, and it was just released. Roll Call: Malik - Abstain, Murphy - Aye, Scott - Aye, Lionette - Aye, Shufrin - Nay, Cutrer - Aye, Houghton - Aye, Shertzer - Nay, Manter - Nay.  
Motion Passes: 5-3-1

*Votes Required*

**G. MVRHS Wellness Policy 3rd Reading.pdf**

Robert Lionette asked about the quarterly reviews and what the mechanism is, and will it be shared with the committee? Sean Mulvey indicated that the contact will be Kevin Crowell, who is not able to attend this evening, but will be requested to attend next month to answer questions. Robert Lionette made a motion to approve the Wellness Policy, seconded by Kelly Scott. Roll Call: Malik - Aye, Murphy - Aye, Scott - Aye, Lionette - Aye, Shufrin - Aye, Cutrer - Aye, Houghton - Aye, Shertzer - Abstain, Manter - Aye.  
Motion Passes: 8-0-1

**IV. Preliminary Discussion of Borrowing Method and Terms for High School Building Project**

Skipper Manter spoke to the two borrowing options and the declining principal option term. The two borrowing ways are the 16d or 16n, 16d is the more familiar option where the MVRHS School Committee would vote, then sends to the towns for a vote on borrowing a certain amount of dollars, which then heads to warrant for annual town meeting, also allowing the towns to add the debt exclusion vote. The 16n option where the MVRHS School Committee can authorize a vote at the ballot and the combination of the total votes majority wins. There would be no town meeting and no debt exclusion questions, unless the towns decide to hold a separate election for that question. Amy Houghton indicated that each town can make their own borrowing mechanism option.

Mark Friedman said that the school committee can determine some of the terms. The choice for the towns is whether they want to solely choose debt exclusion. Jenn Cutrer wanted to express that this decision needs to be made as a community and we should be doing this vote island wide. Robert Lionette asked about the timing of the vote and should the committee vote prior to the town meeting cycle to allow the towns time to decide if they would like to put the debt exclusion vote on the annual docket. Mark Friedman expressed that there is 120 days after the MSBA warrant vote for the High School to affirmatively get their votes, but under MGL school borrowing there is a 60 day statutory timeline for towns to act. Skipper Manter said that 16d would mean the Committee should vote in December for that, and then there would be a vote to borrow at a later date. Kathryn Shertzer mentioned that maybe we need a marketing campaign which will also give the committee tools to present and sell the community on this project. Mark Friedman reminded the committee that MVRHS will be responsible for the fees related to a district wide vote which is very loosely \$6000 per town which needs to come from the MVRHS operating budget per Skipper Manter, Mark Friedman will verify the language. Mark Friedman spoke next about the MVRHS School Building Committee and the Finance Subcommittee spending the last few months looking at the financials and they will come before the committee in the not too distant future to offer borrowing suggestions. Most districts look at anywhere from 20, 30 or 40 years. A 40 year note would spread out the payments but there isn't a robust marker for 40 year loans, therefore they are not generally recommended. The team is likely going to approach in favor of the 30 year borrowing. There will also be the options of level payments, meaning the duration of the loan the payments would remain the same. The other option would be a declining debt payment where you would take the principal balance divided by the number of years on the note which would be the annual principal payment, and pay interest off the outstanding principal, meaning the interest payments could go down year over year but the initial cost would be higher. Mark Friedman will leave the financial advisors to speak to the differences and savings. There have been some questions from the MVRHS School Building Committee Finance Subcommittee about whether we should ask the towns to weigh on the borrowing options but we still don't know what the hard numbers are. Sarah Murphy asked about engaging Circuit Arts to maybe create a marketing campaign, which Sam Hart will inform the committee of this potential option. Elsbeth Todd is on the committee and expressed that this is already in progress.

#### **V. Fiscal Year (FY) 2024 Audit**

Screen share started by Sara Salvi, Director for the audit for the Martha's Vineyard Regional High School, filling in for Principal Chris Rogers, who is often here but unavailable today. Any questions from today will be directed back to him.

##### **A. Terms of Engagement**

Express an opinion on whether or not the financial statements are presented in accordance with GAAP (ESR Program), on compliance related to major federal awards programs. Provide a report on internal control over financial reporting and compliance, a report on internal control over compliance related to major federal awards programs, a management letter based on audit work performed.

##### **B. Executive Summary**

Unmodified opinion (pgs 1-3) on financial statements, No findings reported in GAO report on internal control and compliance, unmodified opinion on major federal program, One (1) informational management letter comment (this is just something to get you ready for next year as there is a new GASB standard coming up. IT comment has been moved to a side letter for security.

### C. Financial Highlights

#### Governmental Activities (p. 13)

- Net Position - (\$26.6M) *Improved from previous year*
  - Net Investment in Capital Assets - \$9.8M *Slight decrease from previous year but will move back up*
  - Restricted - \$2.5M
  - Unrestricted - \$38.9M
  - Direct result of Net of OPEB and Pension Liabilities and the related deferred outflows and inflows

#### General Fund (p. 15)

- Fund balance - \$3.2M *Slight increase from previous year*
  - Restricted - \$409K
  - Committed - \$751K
  - Assigned - \$391K
  - Unassigned - \$1.6M

<Chart shown> Net OPEB Liability (Note 10, p. 37) shows year over year improvement. <Chart shown> Net Pension Liability (Note 14, p. 43).

### D. Uniform Guidance Report

Total federal awards increase to \$3.7M, Major programs Education Stabilization Fund (ESR), No findings on compliance or internal control.

### E. Management Letter

One (1) informational comment: New accounting and Financial Reporting Standard (GASB 101) - Relates to compensated balances <where the> district will need to re-evaluate the liability in the context of “more likely than not”, considering factors such as employment policies and historical information. This will need to be worked on with Mark Friedman and Lynn Rebello to get this done for next year. IT Comment has been moved to a side letter that will be delivered to the board so that it is not presented to the public to show IT vulnerabilities. This letter is not yet complete as the work isn’t done, but is in progress.

Robert Lionette did ask Sarah how a letter can remain confidential to which Sarah replied that an Executive Session may be needed as it could be a potential security issue if released publicly, for example password requirement length. It is not a material weakness or management but moved to a side letter for this reason. There is an exemption for this to be allowed, but our attorneys can defend it not being allowed to be released. In addition, if sent by email there needs to be a confidentiality statement. Mark Friedman spoke to the increased cyber security the district has been working on and the referenced letter recommends specific cyber security changes. Skipper Manter understands the letter is important but is more interested in what the district IT team will need to be in alignment with the requests for budget and otherwise. In addition Skipper Manter did ask about the delay in audits and how we are so late with the FY ‘24 presentation to which Sara Salvi disclosed that timing in recent years has been January or February, then works through the information provided but there has been discussions about moving that deadline up and having a deadline of March 2026 for FY ‘25. Mark Friedman did mention that the combination of the financial audit and technology audit being combined delayed the process this year. Skipper Manter indicated the use of these audits are helpful in budget planning and it’s unfortunate that those are unavailable at the time of budget discussions.

## VI. Finance

- A. **Revenue and Expenditures**  
Papers distributed by Cuzanne Cioffi.

**VII. Subcommittee Updates**

- A. **Transportation**  
No update at this time.
- B. **Facilities**  
No update at this time.
- C. **Athletics**  
No update at this time.
- D. **Budget and FY 27 Budget Process**

Skipper Manter will get a meeting scheduled. Suzanna Cioffi mentioned that some of the committees still need members, and the budget subcommittee is full. Kelly Scott asked if she had been assigned anything new, to which Suzanne said she had not been but is still on Transportation and Budget sub committees. Suzanne Cioffi said there is one seat available on facilities, two seats available on transportation, one seat available on athletics and one seat available for building use. If anyone hasn't committed by next month to the open spots, then assignments will be made by the Chair.

**VIII. Topics Not Reasonably Anticipated by the Chair/Announcements**

Amy Houghton looks forward to seeing everyone at the Tisbury school on Sunday, September 12, 2025 at 9 am. Richie Smith indicated there will be light refreshment.

**IX. Public Comment**

No update at this time.

*Votes Required*

**X. Adjournment**

Robert Lionette made a motion to adjourn, seconded by Kelly Scott. Roll Call: Malik - Aye, Murphy - Aye, Scott - Aye, Lionette - Aye, Shufrin - Aye, Cutrer - Aye, Houghton - Aye, Shertzer - Aye, Manter - Aye.  
Motion Passes: 9-0-0

**Appendix A: Documents on File**

1. **MVRHS School Committee Acceptance List 09082025 all**
2. **School Committee Meeting (slideshow)**
3. **Athletic Waiver - Dance Team**
4. **MVRHS Expenditures**
5. **MVRHS Revenue**
6. **Donations – Cape Cod 5**
7. **MVRHS School Committee Acceptance List 09082025**
8. **AG1\_Ana Cotton Teacher Shoot**
9. **MVRHS FY2024 Financial Statements Final**
10. **MVRHS FY2024 Governance Letter Final**
11. **MVRHS FY2024 GAO and UG Report Final**
12. **2025 Wellness Policy**
13. **Girls Soccer 9\_6\_25-Out of State & Overnight Travel Form**
14. **DRAFT MVRHSSC Minutes 080425**
15. **DRAFT MVRHS SC Minutes June 16, 2025**
16. **Vote Letter for MSBA Project under 16(d)(1)**
17. **District - Wide Debt Approval Letter under 16(n)**
18. **DRAFT MVRHS SC Minutes May 5, 2025**

**Appendix B: Zoom A.I. Next Steps**

- 1. Request Kevin Crowell to attend next month to answer any questions regarding the Wellness Policy.**
- 2. Ask the School Building Project Financial Advisor to attend the October meeting.**
- 3. Amy Houghton asked that Suzanne Cioffi to supply the Financials accounts receivable for the Performing Arts Center for the next meeting.**
- 4. Provide a spreadsheet to the committee with subcommittee assignments.**

*Minutes submitted by Rebecca Claussen*

*Date of Approval of Minutes: 10/6/2025*