



**MARTHA'S VINEYARD REGIONAL HIGH SCHOOL**  
**Facilities Subcommittee**  
**Thursday, October 16, 2025 at 8:00 am**  
**Zoom**

**Present:** Chair - Skipper Manter  
Zoom: Sarah Murphy\*, Amy Houghton\*, Kathryn Shertzer\*

**MVRHS:** Director of Operations - Sam Hart  
Zoom: Principal - Sean Mulvey, Finance Director - Suzanna Cioffi,  
Facilities Director - Jason O'Donnell

**Supt's Office:** Zoom: Superintendent - Richie Smith\*, School Business  
Administrator - Mark Friedman

**Recorder:** Rebecca Claussen

\*indicates late arrival

**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)*

***Votes Required***

**I. Call to Order**

*Before the meeting was called to order Kathryn Shertzer made a motion for Amy Houghton to Chair the Facilities subcommittee, seconded by Skipper Manter. Roll call: Murphy - Aye, Shertzer - Aye, Manter - Aye, Houghton - Abstain.*

*Motion Passes: 3-0-1*

This meeting was called to order by Chair Amy Houghton at 8:09 a.m.

**II. General Update - Jason O'Donnell**

Jason said that heat will be on in the next few weeks and we expect leaks which is common, and is planning to remove the ceiling tiles in the expected problem areas so that they don't get wet and need to be replaced, and will instead use buckets to collect water from any leaks. Custodial staffing issues due to time off, but the team is doing well managing. Lots of crickets in the building right now so Jason is checking to see if we can use diatomaceous earth for cricket problems as they can be loud and disruptive during the school day. Amy Houghton asked Jason and team to provide a list of items that absolutely need to be taken care of while we wait for the building project approval. Kathryn Shertzer asked about the PAC this year, to which Jason replied there were no issues with the PAC in general or PAC HVAC this summer, after a resolved issue in the spring. Skipper mentioned that we need to continue visioning and working out the long term planning of building maintenance as the building project may not go through, and/or it could be years before it's complete. Amy Houghton asked what needs to be done in the short term for building and field safety. The committee is seeking a 1 - 3 year plan from Jason for the fields across Sanderson and other items that need attention. We are

currently without a contractor contract as we had no bids but are putting it out again, in the hopes of obtaining a contractor contract.

**III. Discussion FY25 - FY26 Facilities Needs**

What needs to happen in the next 1 - 3 years that we should include in this budget season? The MVRHS team and Superintendents team will meet to come up with a plan. Jason O'Donnell discussed most in Agenda Item II.

**IV. Determine Committee Meeting Schedule**

The Committee agreed to meet at this time and hybrid once per month. Skipper said he thought a month was too long just given the time frame of getting the budget finalized. Could Jason and team have a budget prepared for Wednesday, October 29 at 8:00 am? Jason replied yes. The committee planned tentative bi-weekly meetings after that, dependent on need and budget work. Skipper also asked Jason to provide the 5 year capital projects plan.

**V. Topics Not Reasonably Anticipated by the Chair**

No unanticipated topics.

*Vote Required*

**VI. Adjournment**

*Kathryn Shertzer made a motion to adjourn, seconded by Skipper Manter. Roll call: Murphy - Aye, Shertzer - Aye, Manter - Aye, Houghton - Aye.  
Motion Passes: 4-0-0*

**Appendix A: Documents on File**

1. None

**Appendix B: Next Steps**

1. Jason to compile a list of necessary facility improvements needed in the short term to maintain safety in the building.
2. Jason to create a list of pressing priorities for facility maintenance if the building project doesn't pass.
3. Jason to assess the current state of the athletic fields across Sanderson Road and determine maintenance needs for the next 1-3 years.
4. Jason, Sean, and Richie to prepare preliminary budget requests for the October 29th meeting.
5. Suzanne to work with Jason to put out another bid for a building contractor.
6. Jason to review Mike Taos' 5-year capital improvements plan and update it.

*Minutes submitted by Rebecca Claussen*

*Date of Approval of Minutes: October 29, 2025*