



MARTHA'S VINEYARD REGIONAL HIGH SCHOOL
School Committee Meeting
Thursday, May 21, 2026 at 5:30 pm
Library or Zoom

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

Staff: Principal - Sean Mulvey**, Finance Director - Suzanne Cioffi, Director of Student Affairs - Jared Andrews**, Technology Director - Rick Mello
Zoom: Facilities Director - Jason O'Donnell

Supt's Office: Superintendent - Richie Smith**, School Business Administrator - Mark Friedman,
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 5:31 pm.

II. Pay Warrants Not Being Presented to the School Committee for Signatures, FY26.

It has been brought to the attention of the Chair that pay warrants have not been coming to the committee for signature. Richie Smith indicated there have been some inaccuracies in payroll, for the transportation department with the new system, and two wage had been filed as payroll was not submitted on time, so that state compels the district to pay triple the amount, one being a small amount of \$170, the other larger, at about \$1,600. Richie accepts responsibility for those warrants not being signed so as to expedite the payments. Warrants were last signed in September 2025, none have been brought to the committee since then. After a brief discussion it has been brought to light that there are communication holes for the transportation payroll that need to be addressed, additionally the lack of warrant signing needs to be addressed for all payments made to vendors for FY26. Skipper suggested that moving forward Pay Warrants will be placed on upcoming School Committee agendas to allow for them to be discussed, suggesting policy should be written for this. Several Committee members suggest speaking with legal counsel, and the Massachusetts Association of School Committees (MASC) about the appropriate process moving forward. Additionally, there was some discussion about entering into the Executive Session in a future meeting if there are named parties involved in these issues, which will be looked into by the Chair. The committee agreed to a meeting next week to continue to move forward as expeditiously as possible.

III. Process for Signing Pay Warrants Going Forward.

Given the work to be done, this was not discussed at this meeting. Information will be gathered through legal counsel and MASC.

Vote Required

IV. Adjournment

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

Minutes submitted by Rebecca Claussen

Date of Approval of Minutes: June 22, 2026

Appendix A: Documents on File

- 1. Agenda MVRHS SC 5.21.26**
- 2. MVRHS SC Meeting 5.21.26**

Appendix B: Zoom AI Next Steps

- 1. Amy: Reach out to Glenn Kuchar (MASC) and confirm availability to attend the upcoming meeting to provide guidance on warrant signing procedures and best practices**
- 2. Amy: Contact Sean Sweeney (legal counsel) to request written bullet points outlining proper procedures for warrant approval and ratification of previously paid warrants**
- 3. Amy: Coordinate with Richie to determine who needs 48-hour notice for executive session**
- 4. Richie: Notify relevant personnel (Suzanne, Mark, etc.) at least 48 hours before executive session**
- 5. Mark and Suzanne: Prepare documentation listing all warrants by number, date, and due date that need retroactive ratification for the June 1st meeting**
- 6. Meeting Organizers: Post updated agenda for Thursday's meeting (5:30 All Island, 6:00 High School) with focus on warrant procedures**
- 7. Mark and Suzanne: Review current payroll and accounts payable processes to identify if confident items can be segregated out for immediate presentation to committee**
- 8. Amy: Request MASC representative attendance for Thursday's meeting**
- 9. Committee: Review attorney's written guidance on proper warrant procedures before Thursday's meeting**
- 10. Committee: Determine during Thursday's meeting if executive session is needed and proceed accordingly**