



MARTHA'S VINEYARD REGIONAL HIGH SCHOOL

School Committee Meeting

Thursday, May 28, 2026 at 5:30 pm

6PM

~~Library or~~ Culinary Arts Dining Room or Zoom ~~Only~~

REVISED on 5/22/26

SECOND REVISION 5/26/26

THIRD REVISION 5/27/26

For More Information and Meeting Resources: [Click for Agenda Items](#)

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

Staff: Principal - Sean Mulvey, Finance Director - Suzanne Cioffi, Technology Director - Rick Mello
Zoom: Facilities Director - Jason O'Donnell, Assistant Principal - Justine DeOliveira

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

Recorder: Rebecca Claussen

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 6:02 pm, upon discovery that the attendee from the Massachusetts Association of School Committees (MASC) was not there a brief recess was called. Chair Skipper Manter re-called this meeting to order at 6:07 pm.

II. Update on School Committee's role & responsibilities in signing pay warrants to include any opinions from lawyer or the Division of Local Services. Discussion and vote about handling future warrants.

Amy Houghton presented Glenn from MASC, who has been working with Amy and the committee to understand their rights and responsibilities related to warrant signing. The bills of the district for services and materials and consulting, etc are only to be paid by the municipal treasurer from a signed warrant, signed by the committee or their designee, attesting the products and services are legitimate. Checks should not be sent without that approval signature. Allowing just one person to be the signer is a new legislature for goods and services, but has been an allowed practice for payroll, as you do not ever want to hold payroll. If a single member of the school committee is appointed that still means that all warrants must be made available for all of the school committee to inspect. If there is any suggestion of impropriety or fraud, those questions need to go immediately to the enforcement authorities. If warrants have been paid without signatures, Glenn suggests going back immediately and validating them with evidence and proceeding from there. Amy asked what kind of personal liability there is on school committee members related to signing warrants, to which Glenn said any liability is on the district, unless you are receiving goods at a location other than their intended location, for example receiving goods at a restaurant and not at the school they were purchased for. As a district, there should be an audit every year, and a good auditor will be pulling warrants at random to check them thoroughly. At this time there have been warrants for months that have been going out without a signature from the

committee, of which Glenn suggests going back and reviewing them all, as if they're new, and verifying them. Additionally, the district must address the issue of the warrants not being presented to be signed. A warrant should be presented should be signed off on by the appropriate official who manages the money for the district, and with that intention, the committee has the right to assume that the information presented is legitimate and by doing a cursory examination of what's in the warrant. The responsibility falls with the school committee, because even if you authorize a single person to sign the warrant and get it expedited, the board is still responsible, not financially liable as individuals, but you're responsible for making sure that you've made a best effort to see that legitimate bills are paid, especially the payroll. After a brief discussion the committee suggested hiring an independent auditor to review the warrants that have not been signed, and to suggest proper steps moving forward to ensure best practices are being adhered to. A scope of services will be written by an Audit Subcommittee, after confirmation from Suzanne Cioffi that is specific to the Transportation Department for both payroll and expenses. The Department of Elementary and Secondary Education (DESE) does have guidance for the Scope of Services for these situations. For the recent payroll cycle, Amy sat down with Suzanne and looked through and signed what needed to be signed to stay on track after being advised by counsel, stating there may be discrepancies in the warrant and will be reviewed at a later date by an independent auditor.

Vote Required

III. Hiring an Independent Auditor to audit the 20FY26 pay warrants and expenses.

- *Kathryn Shertzer made a motion to authorize the school committee to contract with an independent auditor to review warrants for FY26 for both payroll and expenses related to the transportation department, seconded by Rizwan Malik. Roll Call: Murphy - Aye, Scott - Aye, Houghton - Aye, Shufin - Aye, Malik - Aye, Shertzer - Aye, Cutrer - Aye, Manter - Aye. Motion Passes: 8-0-0*
- *Kathryn Shertzer made a motion to create a subcommittee of five people to draft the scope of services for the account with the transportation department, seconded by Rizwan Malik. Roll Call: Murphy - Aye, Scott - Aye, Houghton - Aye, Shufin - Aye, Malik - Aye, Shertzer - Aye, Cutrer - Aye, Manter - Aye. Motion Passes: 8-0-0*
- *Kathryn Shertzer made a motion to have a subcommittee formed to designate the scope of services from the auditor that will include Amy Houghton, Rizwan Malik, Marsha Shufin, Kathryn Shertzer and Elliott Bennett, seconded by Rizwan Malik. Roll Call: Murphy - Aye, Scott - Aye, Houghton - Aye, Shufin - Aye, Malik - Aye, Shertzer - Aye, Cutrer - Aye, Manter - Aye. Motion Passes: 8-0-0*

Vote Required

IV. Adjournment

Kathryn Shertzer made a motion to adjourn, seconded by Jen Cutrer. Roll Call: Murphy - Aye, Scott - Aye, Houghton - Aye, Shufin - Aye, Malik - Aye, Shertzer - Aye, Cutrer - Aye, Manter - Aye. Motion Passes: 8-0-0

Minutes submitted by Rebecca Claussen

Date of Approval of Minutes: June 22, 2026

Appendix A: Documents on File

- 1. MVRHS School Committee Zoom Recording 5.28.26**
- 2. Agenda MVRHS SC 5.28.26**

Appendix B: Zoom AI Next Steps

- 1. Amy: Lead the subcommittee to draft the scope of services for the independent audit of the Transportation Department's payroll and expenses for FY26.**
- 2. Subcommittee (Amy, Rizwan, Marcia, Catherine, Elliot): Draft the scope of services for the independent audit, report back to the full committee for approval, and then solicit quotes from independent auditors.**
- 3. School Committee: Vote to approve the drafted scope of services for the independent audit.**
- 4. School Committee: Vote to appoint a designated person to sign warrants going forward, especially for payroll.**
- 5. Amy: Provide a report to the committee on the warrants she signed to allow payroll to run.**
- 6. Suzanne: Provide input to the subcommittee on the specific scope of the audit, particularly regarding the Transportation Department.**
- 7. Subcommittee: Ensure all meetings are posted and follow the open meeting law, keeping minutes.**
- 8. School Committee: Authorize the subcommittee to make phone calls and get quotes for the independent audit after the scope of services is approved.**
- 9. School Committee: Meet within 48 hours after the scope of services is drafted to vote on it and authorize the next steps.**
- 10. School Committee: Meet again to authorize the signing of the contract with the selected independent auditor.**