MARTHA'S VINEYARD REGIONAL HIGH SCHOOL
Transportation Sub-Committee Meeting
Friday, June 5, 2026
Hybrid
Principal's Conference Room & Zoom
9 AM
[AGENDA Items Link]

Present:	Chair - Marsha Shufrin, Kathryn Shertzer, Skipper Manter
Transportation:	Zoom: Assistant Transportation Director - Chyenne Ward, Transportation Director - Troy Vanderhoop*
MVRHS:	Principal - Sean Mulvey, Finance Director - Suzanne Cioffi, Bookkeeper - Dawn Feinsmith
Supt's Office:	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)

I. Call to Order
Chair Marsha Shufrin called this meeting to order at 9:05 am.

Vote Required

II. Approval of Minutes: May 12, 2026
Skipper Manter made a motion to approve the minutes of May 12, 2026, seconded by Kathryn Shertzer.
Roll Call: Manter - Aye, Shertzer - Aye, Shufrin - Aye.
Motion Passes: 3-0-0

III. Operations Update

A. Implementation of New Agreement - Payroll

The Assistant Director provided an update with regards to the new payroll process and indicated that the transition felt smooth, with the only complaints from a few drivers having to do with stacking trips and a loss of some hours. Kathryn did ask Suzanne how she felt about the implementation of the new agreement from her perspective where she indicated she had questions about the previous submissions, and the most recent submission is still being formatted, but felt there were still issues in her opinion. Per Suzanne, after being asked by Marsha, there are still unanswered communications in need of resolution so Chyenne agreed to meet with Suzanne today to address those questions. Mark asked for clarification regarding the communications needed, and if the transportation department felt they were not able to provide those, to which Suzanne expressed that she felt her written communication requests for documentation should easily be understood by the department. Mark sought even further clarification as to these documentation requests and is that transportation is unable to provide them or does not understand what is being asked for by Suzanne, wondering where the breakdown occurs so as to solve the problem. Chyenne was not aware that information was missing or being requested, meaning the breakdown of communication expands further than the understanding of what is being requested. Payroll is submitted to Suzanne after being approved by Troy and Chyenne, Suzanne reviews the information and sends requests for documentation should she feel as though she has found discrepancies, inaccuracies or irregularities, but once submitted and signed off on from the transportation department they cannot be changed. For further clarification, this is not communication sent to just Troy and Chyenne but has also been sent to Richie, Mark and Sean. Payroll information is submitted weekly, though payments are made bi-weekly, Suzanne expressed that those weekly communications are not responded to. Previous ASP, Jenn Shattuck was assigned to the Finance office several hours a day, and had a similar experience with unanswered communications. Skipper expressed his feeling of a lack of leadership to have this solved, given it has gone on for months, and not just related to the new agreement and believes the burden should be on administration to solve these communication issues immediately. Kathryn agreed with Skipper's sentiments, and was grateful to Amy Houghton for putting her neck on the line and doing what she could to move forward with payment processing, but Kathryn did not feel comfortable signing those warrants. Marsha agreed with both, and did not sign the warrants either, the resolution needs to happen before comfort in signing. Suzanne agreed with all, and did not sign those warrants either. Chyenne said that she has sat with Suzanne several times, and felt she only had one or two questions, and did not request documentation. Richie expressed his displeasure of not having a meeting occur with Executive Session where a much clever picture could be detailed and not risk defaming any person, and strongly encouraged this to happen at the next School Committee meeting. Skipper expressed that he feels this is about managing staff and falls under administration to fix this. Suzanne will step back as the end user, expressing the submissions need to be resolved before it comes to her office with the administrative signatures. Richie did want to mention that he does not feel as though Suzanne has not been paid for this work, as there were adjustments to her contract to include transportation work, with an FY24 salary of $89,040, FY25 salary of $111,041 and FY26 a salary of $116,593, which are public record, and the stipend total for transportation is $8,000 of those salaries.

B. **Discussion on Unsigned Warrants**
Tabled discussion for this meeting given the Audit Subcommittee has met and there is a clear path forward.

C. **Actions To Be Taken - FY 27**

1. **Technology Devices for Timekeeping**
Mark Friedman has looked into several options for electronic timekeeping, starting with the premise that there are challenges with data verification, so he has been searching for technology to assist with those verifications. Mark spoke with the Cape Cod Collaborative, which uses a company called "Zonar", and has been in contact with them, seeking demos on their product and systems. The FY27 budget does include funds for the Vehicle Location Devices for the off-island vehicles. Zonar is about $30 per vehicle per month with a GPS location device which is connected to Google Maps, and would need to follow procurement guidelines if that technology were to be pursued for both off-island and possibly on-island vehicles, with an increased cost due to the larger number of vehicles on-island, but on-island has not been budgeted for in FY27. On-island vehicles also seem to need timekeeping, but there may be other options to explore, for example Air Tags, though they would need to be connected to an Apple Device and that may or may not be something to guarantee with location. Air Tags are a one time fee but have about a 3 month lifespan. Kathryn feels as though the timekeeping piece is far more important than the location piece at this time, to assist with proper payroll records. Kathryn has a payroll system in place professionally that allows for staff to log in under a particular position on a particular day, which can be done in a physical location or through an app on a cell phone. Suzanne did say that the High School does have a system in place used exclusively by the custodial and mail staff, the current system is called "You Attend", set up to allow them to punch in and out themselves and has been effective for that staff. It is possible to expand the license on this product, with each person having a unique ID to sign into the system. Suzanne

would need to contact You Attend for cost exploration and Rick Mello, if the committee thought of putting a device out by the bus lot, instead of expecting the transportation staff to use the ones within the building, that are currently in the special education off and one by the custodial wing. There is an urgency to find a system that will help to track all hours, much of them billable to other schools, given the possible discrepancies at this time. At this time there is a lack of administrative availability to assist in managing staff time, collecting hours and locations for driver time as the department is down one full staff administrator, and one administrator is on the road part of the time to assist with the routes. Mark will look further into the Zonar system, and see if they are able to offer solutions.

2. **Vehicle Location Devices**
   The committee agrees that this needs to be explored, and could possibly be covered through the Zonar system that Mark will continue to explore.
3. **Payroll Manager / Office Support**
   The committee agrees this should be discussed further, with a very clear job description but will continue this discussion at a later date.

D. Streamlining Routes

Marsha asked Troy what he felt like with regards to eliminating both of these options and would that allow for better time management. Troy feels as though the Charter School is less of a concern as these students are already part of standard routes, but there have been complaints from the Charter School that students do not arrive on time for their day. Troy does feel as though the School Choice Student transportation is more of a burden given the driver shortages. Kathryn also wondered about the miles away from the school, and what would be more efficient with regards to pick up locations.

1. **Charter School**
   Kathryn expressed the need to evaluate this at this time, given there is a struggle just to get MVYPS students to their own schools on time.
2. **School Choice Students**
   Kathryn said this began during COVID and has not yet stopped, but should be something to consider no longer doing given the current shortage of drivers and the inability to always get MVYPS students to school on time.

E. Recruiting Efforts

Troy indicated that this is in progress with Mark, making banners, flyers, postcards and other advertising options. There was someone who had started training and had already dropped off. There is a teacher at the West Tisbury School who expressed interest in driving, but it may not be successful given his other employment commitments. Mark received a suggestion to check in some of the Anchors locations where retirees may consider becoming a driver. Angie Grant of the VTA has been working to get an exception where highway driving does not need to be passed to receive a CDL license, but that has not yet been approved, but Angie included the High School drivers in her request. Kathryn mentioned that across the state schools do use public transportation and that should be further researched.

IV. Superintendent's Report

A. Recommendations of Department Support

No comments at this time.

V. Electric Buses - Status Update

Mark has been in contact with Anderson Motors almost weekly, pushing answers for the Electric bus that is at their location. Anderson is unable to get anything to work on it and has ordered two new battery packs and is pursuing it as a warranty repair at this time. The bus that is still on island and working, will head off the island for a diagnostic run soon, given it can only charge successfully at the VTA. Mark reached out the the Boston Public Schools Transportation department, and has been given another name of someone to speak with, but has yet to make contact at this time.

VI. **Financial Report**

Mark said that at this time, Transportation looks to be under budget for FY26, but that means there is also money on the table and needs that could be addressed.

A. **Vehicles-purchasing & surplusing**

Mark said there are two vehicles being purchased, one a SPED Van months ago and the other anticipated was a RAV4, though none were available, so a Hyundai Tucson was instead purchased at a comparable rate and was done through the rural aid grant, which should be delivered shortly. Of the four vehicles that need to be surplused, three received very low bids, and one received none. Mark is contemplating what to do next, possibly just accepting the low offers.

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

No unanticipated topics at this time.

VIII. **Public Comment**

Community member Maura McGrorty said the streamlining of routes should result in the need for less buses and less drivers to operate them. Mark expressed this being complex, as it will be hard to recruit or keep drivers if there are less hours to work, and would need to be looked at with a keen eye.

Vote Required

IX. **Adjournment**

Skipper Manter made a motion to adjourn, seconded by Kathryn Shertzer. Roll Call: Manter - Aye, Shertzer - Aye, Manter - Aye.
Motion Passes: 3-0-0

Minutes submitted by Rebecca Claussen

Date of Approval of Minutes: June 22, 2026

Appendix A: Documents on File

1. **6.5.26 Transportation Sub-Committee Zoom Recording**
2. **6.5.26 Transportation Sub-Committee Agenda**

Appendix B: Zoom A.I. Next Steps

1. **Cheyenne: Have a conversation today with Suzanne to clarify any outstanding information/verification needs for payroll documentation.**
2. **Suzanne: Document and communicate clearly to the Transportation Department what specific information is needed for payroll verification and the timeline for providing it.**
3. **Mark: Continue research and obtain demos for electronic timekeeping systems (e.g., Zonar, You Attend, Bike Curve) and vehicle location devices; report back to the committee with findings and cost estimates.**
4. **Mark: Check with Rick about the feasibility and cost of expanding the You Attend timekeeping system to the Transportation Department, including Wi-Fi/device requirements.**
5. **Mark: Provide cost estimates for expanding vehicle location devices to on-island vehicles and present to the committee for consideration.**
6. **Troy and Cheyenne: Communicate to drivers about the upcoming implementation of electronic timekeeping and/or location devices, providing updates and gathering feedback as details become available.**
7. **Mark and Troy: Continue and expand driver recruitment efforts, including updating banners, flyers, road signs, digital media, and exploring radio/newspaper ads; target retiree and other non-traditional candidate pools.**
8. **Suzanne: Follow up with Angie Grant regarding the status and applicability of recent CDL legislation changes for school bus driver training requirements on the island.**
9. **Mark: Move forward with the surplus process for the old vehicles, including reaching out to towns for possible interest (e.g., fire department training), and finalize the sale/disposal as appropriate.**
10. **Mark: Continue to push Anderson Motors for resolution and warranty repair of the electric buses, providing updates to the committee.**
11. **Mark: Report back to the committee on the status of contacting Boston Public Schools or other relevant districts for lessons learned on electric bus implementation.**
12. **Suzanne and Cheyenne (with Troy): Work with the superintendent to resolve ongoing payroll documentation and verification issues prior to final payroll submission, ensuring all parties are clear on requirements and responsibilities.**
13. **Committee (Suzanne, Catherine, Mark, etc.): Place streamlining of bus routes (including review of school choice and charter school runs) on the agenda for a future full committee meeting for broader discussion and decision.**
14. **Mark: Update the committee on the status of additional driver trainer certification through STAM or other organizations.**