



## **MARTHA'S VINEYARD REGIONAL HIGH SCHOOL**

### **Audit Sub-Committee Meeting**

**Wednesday, June 3, 2026**

**8AM**

**Zoom**

**[AGENDA Items Link](#)**

**Present:** Amy Houghton, Rizwan Malik, Elliott Bennett, Marsha Shufrin, Kathryn Shertzer  
**Staff:** Principal - Sean Mulvey, Finance Director - Suzanne Cioffi, Director of Operations - Sam Hart\*, Facilities Director - Jason O'Donnell, Assistant Transportation Director - Chyenne Ward  
**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**

Amy Houghton called this meeting to order at 8:00 am.

#### **II. Develop Scope of Services for Independent Audit of Transportation Department**

Amy indicated that the goal for this meeting is to develop a scope of services for an independent audit of the Transportation Department of the Martha's Vineyard Public Schools. With the advice of counsel, Amy has a draft letter and draft scope of services created, stored in the folder for this meeting titled "Scope of services Purchase Description Draft with SPS edits without redline (2).docx" and "Letter to Request Independent Auditing Services with SPS without Redline (1).docx". Amy has been given one contact name by MASC, but expects to send to at least three separate auditors to find the right fit for this request. Amy started a screen share, beginning with the Scope of Services document to review and gather input from the sub-committee. After review of the document, minor changes were with regards to identifying the exact description of MVYPS versus Martha's Vineyard Regional High School Transportation Department, the addition of expenses alongside the suggested timesheets and payroll, and decided to keep this exclusively to the FY26 year in its entirety, and some language adjusted under item 2. Scope of Review adding "With prior approval from MVRHS School Committee, records from prior fiscal years may be requested". Amy will reach out to Skipper Manter to schedule a full committee meeting as soon as possible to vote to approve the Scope document to move the project forward. Kathryn asked Suzanne if she felt these items would meet the need of concern, given Suzanne brought this information to the attention of the committee, to which Suzanne agreed this Scope does. Kathryn did speak with All Island School Committee member Jessica Mason, whose husband is a forensic accountant, and if there is no conflict, he may be willing to work with the school on this project, given he is local to the island, that may be beneficial is moving forward. Amy will reach out to him, but will need to make sure he has Municipal experience as this is crucial to the project. Richie encouraged the members to keep open minded about potentially going back a further number of years, upwards of 5-6 years, if needed. Mark suggested adding item 8, requesting estimation of time and cost, and including that on the Scope document in addition to having that language on the cover letter.

#### **III. Public Comment**

No public comment for this meeting.

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

No unanticipated topics at this meeting.

***Vote Required***

**V. Adjournment**

*Rizwan Malik made a motion to adjourn, seconded by Kathryn Shertzer. Roll Call: Malik - Aye, Shufrin - Aye, Shertzer - Aye, Bennett - Aye, Houghton - Aye.*

*Motion Passes: 5-0-0*

***Minutes submitted by Rebecca Claussen***

***Date of Approval of Minutes: September 14, 2026***

#### **Appendix A: Documents on File**

- 1. 6.3.26 MVRHS Audit Sub-Committee Zoom Recording**
- 2. Letter to Request Independent Auditing Services with SPS without Redline (1).docx**
- 3. MVRHS Audit Sub Committee Agenda**
- 4. Scope of services Purchase Description Draft with SPS edits without redline (2).docx**

#### **Appendix B: Zoom AI Next Steps**

- 1. Amy: Reach out to Jessica to inquire about her husband's forensic accounting experience and determine if he has relevant municipal/regional school experience for the audit.**
- 2. Amy: Identify and contact at least two additional forensic auditing firms (in addition to the MASC-recommended group) for potential audit services, ensuring they have municipal and/or regional school experience.**
- 3. Amy: Update the scope of services and cover letter to include a request for estimation of both time and cost from prospective auditors.**
- 4. Amy: Add language to the scope of services allowing for review of prior fiscal years' records only with prior approval from the MVRHS School Committee, if requested by the auditor.**
- 5. Amy: Coordinate with Skip (or relevant staff) to schedule a full MVRHS School Committee meeting (via Zoom) for next week to review and approve the audit scope of services, and distribute the draft scope in advance.**
- 6. Amy: Send the updated scope of services and meeting notice to all relevant committee members.**
- 7. All Subcommittee Members: Review the updated scope of services prior to the upcoming full committee meeting.**
- 8. Full MVRHS School Committee: Approve the final scope of services at the upcoming meeting.**