



MARTHA'S VINEYARD REGIONAL HIGH SCHOOL
School Committee Meeting
Wednesday, July 29, 2026 at 8:00 am
Zoom Only

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Present: Chair - Skipper Manter, Jen Cutrer, Marsha Shufrin, Elliott Bennett*, Rizwan Malik, Kathryn Shertzer, Amy Houghton, Sarah Murphy*
Staff: Principal - Bryan Lombardi, Finance Director - Suzanne Cioffi, Assistant Transportation Director - Chyenne Ward
Supt's Office: Superintendent - Jaime Curley, 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. Welcome - Chair

Chair Skipper Manter called this meeting to order at 8:01 am.

Vote Required

II. Contract for Auditing the Transportation Department - Vote

Amy Houghton discussed the letter of engagement received from Kevin Burkhardt, Managing Director of CBIZ CPAs P.C. for the audit of the Transportation Department. CBIZ is an auditing firm that has much experience in the municipal and school district arena. MVRHS is requesting an independent internal audit related to the review of transportation payroll, administration, compensation practices, timekeeping, accounts payable approval process, record accuracy, internal controls and related operational processes. As part of this process they will request documentation, limited to FY26, unless there appears to be a reason for them to look back further, which will require another letter of engagement to address those concerns. This is expected to be done in an 8 week timeframe and will include interviews of supervisory personnel only, there will not be any communications with bus drivers directly. At the end of this agreement and audit work, CBIZ will give the committee some recommendations about how the processes could be improved and identify any areas that may need a closer look, if any. The original anticipation was about \$50,000 but CBIZ is going to try and work in the \$35,000 range, with an upper limit of \$50,000, coming back to the committee if they need to exceed the \$35,000. Additionally, this letter of engagement has been reviewed by legal counsel. Jaime has been designated the point person for the contract but will have the Audit subcommittee working with her should the need arise, and as the Chair of the High School Subcommittee, Skipper will also be a contact on the contract. *Rizwan Malik made a motion to approve this letter of engagement, and to authorize the chair of the high school to sign the document, seconded by Jen Cutrer. Roll Call: Shufrin - Aye, Houghton - Aye, Malik - Aye, Cutrer - Aye, Shertzer - Aye, Bennett - Aye, Murphy - Aye, Manter - Aye. Motion Passes: 8-0-0*

Vote Required

III. MOU Shared Treasurer Between MVRHS and Up Island School District - Discussion and Possible Vote

Skipper discussed the retirement of the shared treasurer, with the Up Island position being 2.9%, and the High School being 5.0%. An MOU needs to be created to allow for one person to take on both positions

officially, should that be how it is hired. This will also allow for the advertisement to be modified to indicate this could be for one person, and allow for a benefitted position, attracting more applicants.

Amy Houghton made a motion to proceed with the creation of an MOU to combine the treasure position of both the Up Island Regional School District and the Martha's Vineyard Regional High School District, seconded by Marsha Shufirin. Roll Call: Shufirin - Aye, Houghton - Aye, Malik - Aye, Cutrer - Aye, Shertzer - Aye, Bennett - Aye, Murphy - Aye, Manter - Aye.

Motion Passes: 8-0-0

Vote Required

IV. Adjournment

Jen Cutrer made a motion to adjourn, seconded by Rizwan Malik. Roll Call: Shufirin - Aye, Houghton - Aye, Malik - Aye, Cutrer - Aye, Shertzer - Aye, Bennett - Aye, Murphy - Aye, Manter - Aye.

Motion Passes: 8-0-0

Minutes submitted by Rebecca Claussen

Date of Approval of Minutes: September 14, 2026

Appendix A: Documents on File

- 1. MVRHSSC Zoom Recording 7.29.26**
- 2. CBIZ_Engagement_Letter**
- 3. Agenda MVRHS SC 7.29.26**

Appendix B: Zoom AI Next Steps

- 1. Skipper: Sign the DocuSign for the letter of engagement for the Transportation Department audit as soon as possible after the meeting.**
- 2. Administration (Superintendent's Office): Draft a Memorandum of Understanding (MOU) to formalize the combining of the treasurer positions for the high school and the Up-Island Regional School District, including details on percentage of time, compensation, and benefits.**
- 3. Administration (Superintendent's Office): Modify the job advertisement to encourage one person to apply for both treasurer positions.**
- 4. Audit Subcommittee: Remain available to assist Jamie Curley as the point person for the audit, if needed.**