Newburyport School Committee
Finance Sub-Committee
Meeting Minutes
Thursday, October 23, 2025
8:30 AM
Central Office Conference Room

1. Call to Order

   Meeting called to order at 8:34 AM.

   Present: Brian Callahan, Juliet Walker, Andy Boger

   Guests: Ethan Manning

2. Approval of Minutes

   - September 18, 2025

   Motion to approve by Ms. Walker, seconded by Mr. Boger. Approved 3–0.

3. Budget Transfers

   - FY25 Year-End Transfer Request

   A year-end transfer was reviewed by the committee.

   Motion to approve by Ms. Walker, seconded by Mr. Boger. Approved 3–0.

4. FY26 Q1 Budget Update

   Mr. Manning presented the FY26 First Quarter Budget Report.

   - General Fund expenditures are on track with the prior fiscal year.
   - System-wide personnel accounts reflect three months of payroll for year-round staff, while school-based accounts include only one month of teacher salaries beginning September 1.
   - Certain non-personnel expenses, such as insurance premiums, software subscriptions, and service contracts, are paid early in the fiscal year, causing some cost centers to exceed 25% of budget in Q1.
   - Reviewed activity in revolving and special revenue funds; balances in several accounts have been rebuilt after prior drawdowns.
   - Circuit Breaker and School Choice remain key resources for managing unexpected expenses such as out-of-district placements, which can exceed $450,000 per student.

- Out-of-district tuition and transportation costs are up about 40% from Q1 of FY25; most costs are expected to be covered by Circuit Breaker, with a portion from School Choice.
- Discussed using revolving funds for facility and maintenance needs, including a proposed $48,000 infield renovation at Pettingell Park to address safety concerns, to be funded through the Athletics Revolving Fund.
- The Preschool Tuition Revolving Fund is projecting a potential year-end deficit of approximately $14,000, which will be monitored and reported to the School Committee if adjustments are needed.
- Noted continued uncertainty regarding future federal funding levels.
- The quarterly report will be forwarded to the full School Committee for review at its next meeting.
- The next quarterly update will be presented in January following the close of Q2.

5. Student Activity Accounts

    - Balances as of 9/30/2025

    Mr. Manning provided an update on the district's Student Activity Accounts, including a list of balances as of September 30, 2025, which is reported annually.

    - The administration is working with club and activity advisors to reduce higher account balances where appropriate.
    - Some balances appear elevated due to timing of receipts and expenditures (e.g., the Cross Country account currently reflects deposits from other districts participating in the Clipper Relays that have not yet been expensed).

6. FY27 Budget Planning (Timeline)

    - General discussion on upcoming meetings:

Date	**Activity**
Nov 3, 2025	SC Budget Listening Session (6-7pm NHS Library)
Nov 18, 2025	Joint SC/CC Budget Workshop (6-8:30pm Senior/Community Center)

7. Other Business

    There was no other business.

8. Adjournment

    Next Meeting: Thursday, November 20, 2025, at 8:30 AM in Central Office.

Motion to adjourn by Ms. Walker, seconded by Mr. Boger. Approved 3-0.

Adjourned at 9:32 AM.