



NEWTON

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Office of Business, Finance and Planning
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TO: Dr. Anna Nolin, Superintendent
Central Staff
Administrative Council
Principals
Administrative Assistants

FROM: Liam T. Hurley, Assistant Superintendent/Chief Financial & Administrative Officer

DATE: February 11, 2026

RE: Non-Essential Staff & Purchasing Plan

We are writing to let you know that we are currently forecasting a significant deficit for this year (FY26) if we continue our current spend rate. We have been monitoring the budget closely and the deficit continues to persist. As a result, we must implement a deficit reduction plan effective immediately. Due to these budget constraints, we are implementing the following proactive measures now:

1. Immediate freeze on posting and hiring for all NPS positions unless required by a Students IEP and approved by the Superintendent
2. Immediate freeze on all non-essential purchases that are not grant funded for the remainder of the year.

For context, the deficit is due to a variety of reasons that must be funded, even if they outpace budgeted funding:

- Health insurance (more plans and more family plans than anticipated),
- Addition of unbudgeted aides across the system
- Substitute Staffing costs projected to be \$1 M over budget.
- Higher than anticipated utilities costs due to the delivery rates.

Moving forward, all purchase orders will be reviewed by both NPS Purchasing and myself to determine essential needs before being submitted to City Purchasing for processing. Please evaluate your requisitions before you submit them knowing that each request will be reviewed

and additional information may be required to receive approval if the immediate need is not readily understandable. If you have a requisition in process, please contact the Purchasing office at X9050 to determine if this is an essential purchase.

By reducing our purchases and any potential new hiring, we should be able to close the gap by year end. This will also help us in a challenging FY27 budget.

To reinforce the end-of-year timeline even essential purchase order requisitions must be submitted no later than Friday, May 1st. New requisitions will not be processed after 5/1.

New blanket requisitions will not be approved for the remainder of the year, and all current blanket purchase orders will be reviewed to determine if they will be adjusted or canceled. For any blanket purchase orders that are allowed to remain open, carts will not be approved after 5/14.

We are also asking that all schools/departments review their open purchase orders. If you have regular open purchase orders that have not been received, please review them and cancel goods or services that are non-essential and close any purchase orders with unnecessary residual balances. After your review, please forward a list of purchase orders to close to Accounts Payable to process the cancellation. Any purchase order with less than \$20 remaining will be closed on February 27th.

To clarify, goods and services purchased with approved grant funds, revolving accounts and student activities will not be affected by this purchasing freeze.

Please call the Business, Finance & Planning Office at X 9025 if you have any questions.

We will be certain to keep you updated as we monitor our expenses in the coming months. Thank you for your understanding and support, and please feel free to reach out if you have any questions. We thank you for your understanding and cooperation.