

CITY OF NEWPORT

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**RESOLUTION**

**OF THE  
COUNCIL**

**No. 2026-117**

**Resolution to establish Council quarterly meetings**

- WHEREAS, the City Council serves as the fiscal authority of the City of Newport and is responsible for appropriating municipal funds, including those provided to the Newport Public Schools; and
- WHEREAS, the Newport School Committee serves as the governing body of the Newport Public Schools and is responsible for overseeing educational operations, policy, and administration; and
- WHEREAS, effective communication, collaboration, and transparency between the City Council, School Committee, School Department, and municipal administration are essential to ensuring sound fiscal management and the efficient delivery of public services; and
- WHEREAS, regular reporting and discussion regarding municipal and school finances, capital projects, enrollment trends, staffing levels, grant funding, and other operational matters will assist elected officials in making informed policy and budgetary decisions; and
- WHEREAS, the City Council desires to establish a regular process for information sharing and financial reporting to improve coordination and long-term planning between the City and School Department; NOW, THEREFORE, BE IT
- RESOLVED, that the City Council establishes the following quarterly joint meetings with the City Council:

Newport School Committee and School Department,  
contingent upon a companion resolution approved by the  
School Committee; and

City of Newport's Finance Department; and BE IT  
FURTHER

RESOLVED, that the quarterly meeting with the Newport School  
Committee and Department shall include, but not be  
limited to the following:

1. Review of the financial condition of the School  
Department;
2. Discussion of annual budget development and budget  
performance;
3. Discussion of enrollment trends, staffing levels,  
and operational challenges;
4. Long-range planning initiatives affecting  
educational services;
5. Any other matters of mutual concern to the City  
Council and School Committee; and BE FURTHER

RESOLVED, that the quarterly meeting with the City of Newport's  
Finance Department shall include, but not be limited  
to the following:

1. Review of the financial condition of the City;
2. Discussion of annual budget development and budget  
performance.
3. Review of capital improvement projects and facility  
needs;
4. Review of state and federal funding opportunities  
and grant activity;
5. Long-range planning initiatives affecting municipal  
services;
6. Any other matters of mutual concern to the City  
Manager's office and City Administration; and BE IT  
FURTHER

RESOLVED, that Quarterly Financial Reports from both the School's Finance Department and the City's Finance Department shall be submitted a week prior to the quarterly meetings and shall include, at a minimum, the following:

1. School's Finance Department:

- Revenues and expenditures compared to budget;
- Current year expenditure projections;
- Staffing and personnel expenditure summaries;
- Identification of anticipated budget surpluses or deficits; and

2. City's Finance Department:

- General Fund revenues and expenditures compared to budget;
- Current fund balance projections;
- Status of major capital projects;
- Debt service obligations and projections;
- Enterprise fund performance, where applicable;
- Significant budget variances and corrective actions, if necessary;
- Any fiscal risks or emerging financial issues identified by the Finance Director; and BE IT FURTHER

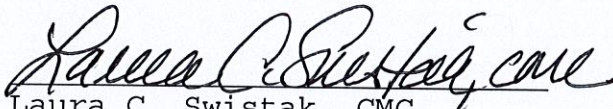
RESOLVED, that the meetings shall be considered Special Meetings occurring outside of regular Council and School Committee meetings, and shall occur no fewer than four (4) times annually and shall be scheduled, to the greatest extent practicable, during the months of January, April, July, and October, or at such other

intervals as may be mutually agreed upon; and BE IT FURTHER

RESOLVED, that the City Manager and Superintendent of Schools are hereby directed, upon approval of the School Committee companion resolution, to coordinate implementation of this Resolution and establish administrative procedures necessary to ensure timely reporting, scheduling, and information sharing.

STEPHANIE SMYTH  
ELLEN PINNOCK

IN COUNCIL  
READ AND PASSED  
JUNE 24, 2026

  
Laura C. Swistak, CMC  
City Clerk