



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

Office of Business, Finance and Planning
100 Walnut Street
Newtonville, MA 02460
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TO: School Committee
FROM: Liam Hurley, Assistant Superintendent / Chief Financial and Administrative Officer
DATE: December 5, 2022
RE: Payroll, Warrant, and Contract Authorization Signatures

According to Massachusetts General Laws, Chapter 41, Section 41, *Oath to Payrolls and Bills Required:*

“A commission, committee or board of trustees in a city or town, including a city council, board of alderman or common council in a city, may for purposes of this section designate any one of its members to make oath to a payroll, bill or account for salary or compensation of its members or employees.”

Based upon this law, it is recommended that the School Committee make a motion to designate any of its members for this responsibility. Along with payrolls, bills, and accounts, this motion will also include authorization to approve any Newton Public School contracts. It is recommended that this motion cover the time from January 1, 2023 until December 31, 2023. This responsibility involves signing the Weekly Payroll on a weekly basis, and the Semi-Monthly Payroll on a twice-per-month basis. Sean Mannion, Director of Finance, can provide an approximate schedule for the year upon request.

The Assistant Superintendent / CFAO, Director of Finance, and Director of Business Operations are authorized to approve and sign account payable batches, schedule of payments, employee reimbursements, and internal transfer bills.

The following recommendations are made and a vote is requested to authorize:

Payroll Warrants: It is recommended that the School Committee Chair or designee will have the responsibility for signing all Weekly and Semi-Monthly payrolls.

Accounts Payable Warrants: It is recommended that the School Committee designate the Mayor, or designee, in her role as a member of the School Committee to sign all Accounts Payable Warrants.

Vendor and Professional Service Contracts: It is recommended that the School Committee designate the Mayor, or her designee, in her role as a member of the School Committee to sign all Vendor and Professional Service Contracts.

The Assistant Superintendent for Student Services is authorized to sign Direct Service contracts and Contractual Service contracts pursuant to contractually-agreed IEP services, evaluation requirements, and Proportionate Share agreements.

The Assistant Superintendent / Chief Financial and Administrative Office is the Newton Public Schools designee to sign contracts and agreements. Please note that School Committee signatures for payroll approval can be made on both the original attestation form attached to the payroll report or as an alternative, signatures may also be made electronically on a PDF electronic attestation form on the Payroll Verification Report. The original or PDF of the Payroll Verification Report must accompany either the original or electronic copy of the attestation form. The designated School Committee member is responsible for reviewing the Payroll Verification Report prior to signing the attestation form.

cc: Stephen Curley, Comptroller, City of Newton
City Solicitor