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# NEWBURG R-II SCHOOL DISTRICT

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Tracy Kingsley, Superintendent  
Doug Dunn, NHS Principal  
Melissa Wright, NES Principal  
Dr. Jamie Busch, Special Ed Director



701 Wolf Pride Drive, PO Box C  
Newburg, Missouri 65550-0503  
Website: [newburg.k12.mo.us](http://newburg.k12.mo.us)  
Phone: 573-762-9653

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## HOME OF THE WOLVES

**Issue Date:** June 1, 2025

**Contact Person:** [Tracy Kingsley](#)

**Phone #:** (573) 762-9653 ext 1001

**Email:** [tkingsley@newburgk12.org](mailto:tkingsley@newburgk12.org)

**RETURN BID NO LATER THAN: June 10th at 2:00 PM CDT**

**RETURN BID AND ADDENDA TO:**

Newburg R-II School District  
PO Box C  
701 Wolf Pride Dr.  
Newburg, MO 65550

The Bidder hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements and specifications of the original bid and as modified by any addenda thereto.

## SIGNATURE REQUIRED

Authorized Signature		Date
Printed Name		Title
Company Name		
Mailing Address		
City, State Zip		
Phone #:	Fax #:	E-Mail Address

The Newburg R-II School District, in accordance with Section 165.211, RSMO and other statutes, will accept sealed bids from financial institutions located in the Phelps County to serve as depository for school district funds subject to the following conditions:

1) Term - The minimum length of the depository agreement shall be for three (3) years, with an option exercisable by the District to renew at the same terms for up to two (2) additional years. The effective date of the service would begin July 1, 2025, and could be renewed for the period through June 30, 2030, based upon satisfactory review.

2) Accounts -

- a. The District currently maintains three separate demand deposit accounts (General, Bond, and Debt)
- b. Additional accounts may be established as needed. Any subsequent accounts opened by the District during the term of this agreement will receive the same pricing as the initial accounts.
- c. All accounts shall be operational July 1, 2025. It is understood that if the successful depository is not the present depository, then in the event, the present depository will continue to serve as depository until the District has had sufficient time to make an orderly transfer of funds to the newly designated depository.

3) Earnings on Demand Deposit Accounts -

- a. Please describe your options for maximum earnings on all demand deposit accounts.
- b. Does your proposal require a minimum daily baily or include a maximum daily balance? If so, what is the balance? What are the penalties for falling below the minimum balance, and what are the restrictions for exceeding the maximum balance? c.
- Please include any requirements not previously addressed.

4) Payroll Services - The depository shall include electronic payroll processing at no cost to the District as direct deposit is required of all employees. The District's payroll is prepared in house by the District and direct deposits are processed and submitted to the depository two days prior to the effective day each month. Payroll is run on the 20<sup>th</sup> day of each month (or nearest working day) to approximately 75 employees (including full time and part time).

5) Accounts Payable - The District issues approximately 1000 accounts payable checks each year. The checks are primarily issued monthly. These amounts vary each week depending on the activities taking place during that time period.

6) Online Banking - Online banking is required at no cost. Please describe your bank's approach to security and discuss any security breach in the past twelve months.

7) Deposits - During the last year, the District made approximately 250-300 deposits including over the counter, drive-thru, remote, and night drop. Expected deposits per month are an estimated 25-45. The deposits are made from each school on an as needed basis. The District also currently makes Remote Deposits from the District office. The depository institution shall state the location(s) at which deposits will be accepted on a daily basis.

8) ACH Deposits - The District receives much of its funding from the State and County via ACH. State aid payments are received monthly and major local tax revenues are received in

December, January, and February. All deposits received via ACH should require no prior notification of the Bank.

9) Online Payment Processing - The District is looking into providing opportunities for fees to be paid online via credit cards through a third-party payment processing software.

10) Supplies and Services - The depository institution selected shall provide supplies and services at no cost to the Newburg R-II School District. The following are a list of supplies and services expected, but not limited to:

- a. Electronic bank statements with a month-end closing date.
  - i. Please indicate the date statements will be available online.
- b. Preprinted checks with two signature lines and two stubs (approximately 1,500 per year) for the General account.
- c. Preprinted 3-part deposit slips for the General account
- d. Night depository bags - locking and zipper (as needed)
- e. Incoming and outgoing wire transfers
- f. Stop payment orders
- g. Coin counting in bulk
- h. Internal transfers
- i. Returned deposit items
- j. NSF checks returned only after a second deposit attempt is made.
- k. Account verifications
- l. Remote capture deposit with scanner(s)
- m. ACH processing for select accounts payable vendors
- n. Positive pay or similar security measure
- o. Deposit corrections
- p. Dedicated customer service representative or team
- q. Cashier's checks

Bidders may list additional services or benefits on an addendum page. Include any exceptions to the request or any fee structures for consideration.

11) Investments - Upon request, the depository institution may assist the Newburg R-II School District in making profitable investments of funds from time to time based upon prevailing interest quotations.

12) Safekeeping - The depository institution shall maintain for the term of its agreement, securities having a market value of at least 100% of the amount of all school funds on deposit less the amount insured by the Federal Deposit Insurance Corporation as required by Section 110.010, RSMO. Securities shall be as enumerated in Section 30.270, RSMO. Each bid should name the trustee for securities pledged. Reporting of safekeeping securities must be provided at month-end, or at other times requested. This report should reflect the total pledged securities itemized by: Name, Type/Description, Par Value, Market Value and Maturity Date.

13) References - The depository institution shall include a minimum of three current business clients, including public school districts, municipalities or other governmental entities.

- 14) Due Date - Bid proposals will be accepted at **Newburg R-II School District, until 2:00 p.m., Tuesday, June 10th, 2025**, at which time all proposals will be opened publicly. The District is not responsible for lateness or non delivery by the US Postal Service or other carrier to the District. The time and date recorded by the District shall be the official time of receipt. Bids received after the deadline will be returned unopened. It is anticipated the Board of Education will approve the Depository at their June meeting.
- 15) Each bid must bear the signature of a responsible official of the financial institution and shall be submitted in a sealed envelope clearly marked "Bank Depository Bid Services." The envelope should also include one digital version of the bid on a USB flash drive (in Adobe Acrobat PDF format).

Bids should be addressed to:  
Newburg R-II School District  
c/o Superintendent  
701 Wolf Pride Dr.  
Newburg, MO 65550

- 16) District Information - The District's operating budget for the 2024-2025 school year is approximately \$5 million. The District's assessed valuation is approximately \$32,143,855. The District's current tax rate is \$4.1934, including \$0.4834 for the debt service levy. A copy of the District's audit can be found at <https://newburg.k12.mo.us/district-info/>

The District provides education to approximately 299 students in pre-Kindergarten through grade 12 with one elementary school and one high school. The transportation services and food service operations are currently run by the District. To learn more about the District, please visit the website at [newburg.k12.mo.us](https://newburg.k12.mo.us).

- 17) Other - The District's operating funds, as designated by the district, shall be included in the depository agreement. This agreement is not exclusive. The District reserves the right to deposit surplus funds through the Missouri Securities Investment Program (MOSIP), Missouri Capital Asset Advantage Treasury (MOCAAT), or other depositories.

Bidders are asked to respond to all items. Bids are to be prepared at no cost to the Newburg R-II School District and will remain the district's property.

It will be the responsibility of the depository to adhere to all state and federal laws applicable to public school districts, including the furnishing of securities.

Newburg R-II School District reserves the right to accept the bid most advantageous to the district and reserves the right to reject any or all bids, and to waive any irregularities.

Clarifications or questions regarding the preceding information may be addressed to the district's superintendent in writing via email by June 8, 12:00 p.m. CST by emailing [tkingsley@newburgk12.org](mailto:tkingsley@newburgk12.org).