

**FINANCE BOARD COMMITTEE MEETING
THURSDAY, AUGUST 1, 2013
7:00 AM
SUPERINTENDENT'S OFFICE**

**OUR VISION
NO BOUNDARIES TO LEARNING**

**OUR MISSION
TO DEVELOP THE POTENTIAL IN EACH PERSON THROUGH ACADEMIC &
EXTRA-CURRICULAR PROGRAMS**

AGENDA

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Tuckpointing update	
Elevator update	
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**PRINCETON PUBLIC SCHOOLS
TREASURER'S REPORT
MONTHLY CASH FLOW REPORT FOR JUNE 2013**

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	13,963,356.50	1,242,133.20	2,912,613.32	(271.16)	12,292,876.38
02 Food Service	492,141.45	101,156.00	133,698.70	1,657.99	459,598.75
04 Community Service	296,271.73	160,614.18	88,122.98	(4,330.85)	368,762.93
06 Building Fund	48,184.02	0.00	0.00	0.00	48,184.02
07 Debt Service	877,812.35	879,491.43	49.08	(49.08)	1,757,254.70
10 Activities	152,857.38	39,121.32	62,910.09	518.36	129,068.61
TOTAL	15,830,623.43	2,422,516.13	3,197,394.17		15,055,745.39

Bank Accounts

AP/PR Account (Bremer)	485,847.53
MSDLAF+	2,888,069.10
Investments (Fd01)	<u>12,024,555.10</u>
	15,398,471.73
O/S Accts Pay Checks	(289,363.43)
O/S Payroll Checks	(2,939.30)
O/S Wires	(52,020.61)
NSF Checks	<u>1,597.00</u>
TOTAL	15,055,745.39

**PRINCETON PUBLIC SCHOOLS
TREASURER'S REPORT
MONTHLY CASH FLOW REPORT FOR May 2013**

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	13,571,728.52	2,768,148.48	2,376,520.50	(1,143.60)	13,963,356.50
02 Food Service	476,176.48	158,493.05	142,528.08	3,480.37	492,141.45
04 Community Service	272,374.37	118,297.73	94,400.37	(1,575.76)	296,271.73
06 Building Fund	48,184.02	0.00	0.00	0.00	48,184.02
07 Debt Service	406,583.21	471,229.14	0.00	15.90	877,812.35
10 Activities	183,428.15	32,536.70	63,107.47	(3,684.50)	152,857.38
TOTAL	14,958,474.75	3,548,705.10	2,676,556.42		15,830,623.43

Bank Accounts

AP/PR Account (Bremer)	663,935.52
MSDLAF+	3,625,620.69
Investments (Fd01)	<u>12,025,092.97</u>
	16,314,649.18
O/S Accts Pay Checks	(420,862.26)
O/S Payroll Checks	(5,574.49)
O/S Wires	(59,079.75)
NSF Checks	<u>1,490.75</u>
TOTAL	15,830,623.43

**PRINCETON PUBLIC SCHOOLS
TREASURER'S REPORT
MONTHLY CASH FLOW REPORT FOR APRIL 2013**

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	12,800,489.29	2,976,093.04	2,204,853.81	(2,264.47)	13,571,728.52
02 Food Service	438,707.73	126,023.35	88,554.60	1,203.84	476,176.48
04 Community Service	284,533.67	70,106.91	82,266.21	(854.82)	272,374.37
06 Building Fund	48,184.02	0.00	0.00	0.00	48,184.02
07 Debt Service	403,362.35	3,220.86	0.00	12.70	406,583.21
10 Activities	173,955.51	54,430.67	44,958.03	(376.37)	183,428.15
TOTAL	14,149,232.57	3,229,874.83	2,420,632.65		14,958,474.75

Bank Accounts

AP/PR Account (Bremer)	411,431.28
MSDLAF+	4,498,139.70
Investments (Fd01)	<u>10,224,947.06</u>
	15,134,518.04
O/S Accts Pay Checks	(108,039.60)
O/S Payroll Checks	(4,652.11)
O/S Wires	(64,709.08)
NSF Checks	<u>1,357.50</u>
TOTAL	14,958,474.75

**PRINCETON PUBLIC SCHOOLS
TREASURER'S REPORT
MONTHLY CASH FLOW REPORT FOR MARCH 2013**

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	11,542,798.51	3,560,332.45	2,302,641.67	(1,283.37)	12,800,489.29
02 Food Service	466,637.21	120,139.58	148,069.06	(433.48)	438,707.73
04 Community Service	316,430.06	44,890.26	76,786.65	(689.56)	284,533.67
06 Building Fund	48,184.02	0.00	0.00	0.00	48,184.02
07 Debt Service	399,498.27	3,864.08	0.00	16.32	403,362.35
10 Activities	203,315.94	59,065.21	88,425.64	186.93	173,955.51
TOTAL	12,976,864.01	3,788,291.58	2,615,923.02		14,149,232.57

Bank Accounts

AP/PR Account (Bremer)	801,927.40
MSDLAF+	3,708,442.13
Investments (Fd01)	<u>10,224,584.27</u>
	14,734,953.80
O/S Accts Pay Checks	(524,867.78)
O/S Payroll Checks	(4,045.27)
O/S Wires	(58,134.68)
NSF Checks	<u>1,326.50</u>
TOTAL	14,149,232.57

**PRINCETON PUBLIC SCHOOLS
TREASURER'S REPORT
MONTHLY CASH FLOW REPORT FOR FEBRUARY 2013**

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	11,543,692.65	2,307,970.65	2,308,864.79	(1,890.76)	11,542,798.51
02 Food Service	474,006.65	132,193.63	139,563.07	1,465.15	466,637.21
04 Community Service	357,196.76	42,947.12	83,713.82	(2,279.26)	316,430.06
06 Building Fund	48,184.02	0.00	0.00	0.00	48,184.02
07 Debt Service	394,212.84	5,285.43	0.00	24.41	399,498.27
10 Activities	179,177.38	63,924.45	39,785.89	395.25	203,315.94
TOTAL	12,996,470.30	2,552,321.28	2,571,927.57		12,976,864.01

Bank Accounts

AP/PR Account (Bremer)	871,287.45
MSDLAF+	2,382,772.28
Investments (Fd01)	<u>10,224,105.78</u>
	13,478,165.51
O/S Accts Pay Checks	(438,331.81)
O/S Payroll Checks	(6,632.25)
O/S Wires	(58,179.44)
NSF Checks	<u>1,842.00</u>
TOTAL	12,976,864.01

**PRINCETON PUBLIC SCHOOLS
TREASURER'S REPORT
MONTHLY CASH FLOW REPORT FOR JANUARY 2013**

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	11,691,710.62	2,397,817.04	2,545,835.01	(817.45)	11,543,692.65
02 Food Service	458,583.08	111,424.85	96,001.28	340.27	474,006.65
04 Community Service	285,527.11	152,337.81	80,668.16	(904.34)	357,196.76
06 Building Fund	48,184.02	0.00	0.00	0.00	48,184.02
07 Debt Service	2,018,071.79	56,319.30	1,680,178.25	(72.69)	394,212.84
10 Activities	183,707.34	31,252.69	35,782.65	(602.91)	179,177.38
TOTAL	14,685,783.96	2,749,151.69	4,438,465.35		12,996,470.30

Bank Accounts

AP/PR Account (Bremer)	437,455.23
MSDLAF+	2,603,685.67
Investments (Fd01)	<u>10,223,377.26</u>
	13,264,518.16
O/S Accts Pay Checks	(208,277.98)
O/S Payroll Checks	(4,185.48)
O/S Wires	(57,258.40)
NSF Checks	<u>1,674.00</u>
TOTAL	12,996,470.30

**PRINCETON PUBLIC SCHOOLS
TREASURER'S REPORT
MONTHLY CASH FLOW REPORT FOR DECEMBER 2012**

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	10,527,556.97	3,607,571.62	2,443,417.97	(1,322.28)	11,691,710.62
02 Food Service	459,398.60	108,891.17	109,706.69	(1,362.92)	458,583.08
04 Community Service	276,561.93	92,604.80	83,639.62	(543.14)	285,527.11
06 Building Fund	48,184.02	0.00	0.00	0.00	48,184.02
07 Debt Service	1,651,387.09	366,684.70	0.00	86.68	2,018,071.79
10 Activities	174,066.87	62,770.66	53,130.19	0.00	183,707.34
TOTAL	13,137,155.48	4,238,522.95	2,689,894.47		14,685,783.96

Bank Accounts

AP/PR Account (Bremer)	210,345.70
MSDLAF+	2,548,176.99
Investments (Fd01)	<u>12,091,415.60</u>
	14,849,938.29
O/S Accts Pay Checks	(94,859.18)
O/S Payroll Checks	(6,869.82)
O/S Wires	(64,217.33)
NSF Checks	<u>1,792.00</u>
TOTAL	14,685,783.96

**PRINCETON PUBLIC SCHOOLS
TREASURER'S REPORT
MONTHLY CASH FLOW REPORT FOR NOVEMBER 2012**

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	11,835,247.58	1,193,580.14	2,501,270.75	(376.91)	10,527,556.97
02 Food Service	453,734.51	141,920.86	136,256.77	(448.01)	459,398.60
04 Community Service	292,465.81	77,187.38	93,091.26	(1,230.25)	276,561.93
06 Building Fund	48,184.02	0.00	0.00	0.00	48,184.02
07 Debt Service	1,319,687.21	331,699.88	0.00	35.08	1,651,387.09
10 Activities	218,804.50	39,765.65	84,503.28	122.64	174,066.87
TOTAL	14,168,123.63	1,784,153.91	2,815,122.06		13,137,155.48

Bank Accounts

AP/PR Account (Bremer)	597,479.54
MSDLAF+	5,961,439.35
Investments (Fd01)	<u>7,090,913.02</u>
	13,649,831.91
O/S Accts Pay Checks	(438,218.87)
O/S Payroll Checks	(4,350.39)
O/S Wires	(71,882.17)
NSF Checks	<u>1,775.00</u>
TOTAL	13,137,155.48

**PRINCETON PUBLIC SCHOOLS
TREASURER'S REPORT
MONTHLY CASH FLOW REPORT FOR OCTOBER 2012**

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	10,515,227.83	3,796,776.78	2,476,757.03	(638.79)	11,835,247.58
02 Food Service	449,146.34	136,543.76	131,955.59	1,946.97	453,734.51
04 Community Service	303,977.75	92,676.66	104,188.60	(1,837.28)	292,465.81
06 Building Fund	48,184.02	0.00	0.00	0.00	48,184.02
07 Debt Service	985,823.49	334,294.97	431.25	48.05	1,319,687.21
10 Activities	120,290.85	170,029.93	71,516.28	(2,985.80)	218,804.50
TOTAL	12,422,650.28	4,530,322.10	2,784,848.75		14,168,123.63

Bank Accounts

AP/PR Account (Bremer)	456,110.88
MSDLAF+	10,249,694.41
Investments (Fd01)	<u>3,690,878.65</u>
	14,396,683.94
O/S Accts Pay Checks	(149,032.22)
O/S Payroll Checks	(3,001.02)
O/S Wires	(78,710.57)
NSF Checks	<u>2,183.50</u>
TOTAL	14,168,123.63

**PRINCETON PUBLIC SCHOOLS
TREASURER'S REPORT
MONTHLY CASH FLOW REPORT FOR SEPTEMBER 2012**

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	7,962,149.08	4,701,953.61	2,148,874.86	(153.65)	10,515,227.83
02 Food Service	466,679.29	83,990.03	101,522.98	(109.61)	449,146.34
04 Community Service	201,264.31	197,023.01	94,309.57	(974.77)	303,977.75
06 Building Fund	48,184.02	0.00	0.00	0.00	48,184.02
07 Debt Service	983,727.73	2,095.76	0.00	45.87	985,823.49
10 Activities	113,701.54	35,596.12	29,006.81	111.00	120,290.85
TOTAL	9,775,705.97	5,020,658.53	2,373,714.22		12,422,650.28

Bank Accounts

AP/PR Account (Bremer)	491,078.62
MSDLAF+	8,676,780.32
Investments (Fd01)	<u>3,690,768.18</u>
	12,858,627.12
O/S Accts Pay Checks	(370,028.25)
O/S Payroll Checks	(3,692.33)
O/S Wires	(64,818.93)
NSF Checks	<u>2,562.67</u>
TOTAL	12,422,650.28

**PRINCETON PUBLIC SCHOOLS
TREASURER'S REPORT
MONTHLY CASH FLOW REPORT FOR AUGUST 2012**

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	5,427,096.70	5,929,056.45	3,394,004.07	72.93	7,962,149.08
02 Food Service	464,427.24	19,836.74	17,584.69	(27.90)	466,679.29
04 Community Service	230,196.31	92,781.04	121,713.04	(930.29)	201,264.31
06 Building Fund	48,194.43	0.00	10.41	(10.41)	48,184.02
07 Debt Service	920,081.91	78,645.82	15,000.00	47.30	983,727.73
10 Activities	120,041.14	12,651.11	18,990.71	0.00	113,701.54
TOTAL	7,210,037.73	6,132,971.16	3,567,302.92		9,775,705.97

Bank Accounts

AP/PR Account (Bremer)	919,218.84
MSDLAF+	6,043,532.91
Investments (Fd01)	<u>3,690,661.84</u>
	10,653,413.59
O/S Accts Pay Checks	(824,863.35)
O/S Payroll Checks	(2,908.56)
O/S Wires	(52,383.88)
NSF Checks	<u>2,448.17</u>
TOTAL	9,775,705.97

**PRINCETON PUBLIC SCHOOLS
TREASURER'S REPORT
MONTHLY CASH FLOW REPORT FOR JULY 2012**

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	5,977,098.89	1,779,407.94	2,329,410.13	120.27	5,427,096.70
02 Food Service	492,894.69	924.92	29,392.37	50.76	464,427.24
04 Community Service	249,440.55	66,775.03	86,019.27	(2,782.49)	230,196.31
06 Building Fund	53,585.64	10.41	5,401.62	10.41	48,194.43
07 Debt Service	1,379,135.70	263.95	459,317.74	191.83	920,081.91
10 Activities	134,136.65	7,008.26	21,103.77	1,190.00	120,041.14
TOTAL	8,286,292.12	1,854,390.51	2,930,644.90		7,210,037.73

Bank Accounts

AP/PR Account (Bremer)	117,314.90
MSDLAF+	3,499,494.33
Investments (Fd01)	<u>3,690,551.85</u>
	7,307,361.08
O/S Accts Pay Checks	(41,789.77)
O/S Payroll Checks	(3,785.93)
O/S Wires	(53,320.82)
NSF Checks	<u>1,573.17</u>
TOTAL	7,210,037.73

CONTRACTS OVER \$25,000						
SERVICE CONTRACTS	PURPOSE	START DATE	END DATE	AMOUNT		
CITY OF PRINCETON	MIDDLE SCHOOL LIASON OFFICER	9/7/2011	6/6/2014	\$53,955.00	Calendar Year 2012	
CITY OF PRINCETON	HIGH SCHOOL LIASON OFFICER	9/7/2011	6/6/2014	\$38,805.00	Calendar Year 2012	
INNOVATIVE MODULAR SYSTEMS	RENTAL OF PORTABLES	9/1/2013	8/31/2016	\$105,500.00		
PALMER	TRANSPORTATION	8/1/2012	6/30/2014	MULTIPLE RATES	OPTION OF 2 MORE YEARS NEGOTIABLE	
NWEA	TESTING SOFTWARE	7/1/2013	6/30/2014	\$36,500.00		
PRINCETON YOUTH HOCKEY	RENTAL OF HOCKEY ARENA	7/1/2012	6/30/2015	\$51,100.00	\$55,500.00	
PROFESSIONAL CONTRACTS/AGREEMENTS						
EMC/PRINCETON INSURANCE AGENCY	LIABILITY/PROPERTY/EOM	1/1/2013	12/31/2013	\$101,858.84		
RESOURCE TRAINING & SOLUTIONS	HEALTH AND SAFETY CONSULTANTS	7/1/2013	6/30/2014	\$30,250.00		
SFM	WORKER COMP	7/1/2013	6/30/2014	\$204,368.00		
Professional Contracts are not required have bids						

QUOTE PROCESS -DRAFT

\$5,000.00	or Less	1 to 2 quotes		
\$5,000.00	\$10,000.00	2 Quotes		
\$10,000.00	\$25,000.00	3 Quotes		
\$25,000.00	\$99,999.00	3 Quotes or More		
\$100,000.00	or More	Bid Law		
Items to Consider when choosing a quote:			Response	
Departments it affects and their involvement				
Have we addressed the concerns the departments have				
City or County Involvement				
Consultant Involvement				
		Quote 1	Quote 2	Quote 3
Vendor Names				
Dollar Amount Quoted				
Warranty				
Training				
Ease of use				
Quality of Product				
Extra's you receive with the quote				
Previous Service to the District				
References from Other Sources				
Insurance Certificate				



PRINCETON MIDDLE SCHOOL

1100 4th Avenue North, Princeton, MN 55371

Phone 763-389-6704 Fax 763-389-6737

Daniel Voce, Principal 763-389-6750

Sarah Marxhausen, Assistant Principal 763-389-6751

Bobbi Benner, Counselor 763-389-6753

Joan Bullivant, Counselor 763-389-6739

August 1, 2013

Re: Additional Middle School Paraprofessional

To: Finance Committee and Dr. Espe,

We are requesting one additional paraprofessional at the middle school. This position can assist with several middle school needs: supervising the girls' locker room, lunchroom supervisor, as well as other responsibilities throughout the day.

Currently, we have three, male teachers within the Physical Education department. This presents a need for an active supervisor in the girls' locker room at the beginning and ending of each class period. This can ensure student safety while following classroom procedures and expectations.

As of now, we have two consistent supervisors in the lunchroom that are there for all lunch periods, each lunch period serving over 250 students. They include our police resource officer and one of our general education paraprofessionals. In addition, we have additional supervisors (counselors and administration) that we have pulled from different responsibilities to assist with lunch shifts. However, we are not able to cover all lunch shifts and their schedules can be inconsistent. This person can assist with cleaning the lunchroom, sanitizing tables, while providing active supervision. Currently, we do not have adequate supervision to ensure student safety while maintaining a clean environment.

In addition to locker room and lunchroom responsibilities, this position can assist with additional middle school needs including: before school/bus supervision, hallway supervision, Check and Connect program and interventions, Tier 2 behavior interventions, discipline data entry, Health Office and ISS coverage, etc.

Over the last three years, we have been creative in trying to fill some of these needs prior to submitting this request; however, we have not been able to find a consistent person to perform these essential duties. And, with the additional need of a locker room supervisor, we are able to combine numerous responsibilities within one position. Thank you for your consideration with this position, and please feel free to contact us with any questions or concerns. Thank you for your time.

Respectfully Submitted,

Princeton Middle School Administration
Dan Voce, Principal
Sarah Marxhausen, Assistant Principal

	PROJ: Princeton High School Ag Shop					DD	
	LOC.: Princeton, MN						
	OR: ICS					ESTIMATE	
	ARCH: N/A						
	DATE: 7/12/2013				Ag Shop	2,880	
					Total =	2,880	
SEC	WORK	QTY	UNIT	UNIT \$	COST	S/T	\$/S.F.
O1	DEMOLITION & REMOVALS						
	DEMO ELECTRICAL	58	HR	70.00	4,060		
	REMOVE EQUIPEMENT/FURNISHINGS	80	HR	55.00	4,400		
	MISC SUPPORT OF EQUIPMENT/FIXTURES	1	LS	500.00	500		
	MISC MECH REMOVALS	1	LS	1,000.00	1,000		
	ABATEMENT OF PANELS	6,300	SF		31,283		
						41,243	14.32
O6	INTERIOR CONSTRUCTION						
	INSTALL WALL BOARD - 8' HIGH	1,856	SF	7.50	13,920		
	REINSTALL EQUIPEMENT	160	HRS	55.00	8,800		
	MOVE IN FURNISHINGS	40	HRS	55.00	2,200		
	INSTALL CEILING BOARD	4,000	SF	8.50	34,000		
						58,920	20.46
O8	MECHANICAL						
	REINSTALL MISC MECH	1	LS	1,000.00	1,000		
						1,000	0.35
O9	ELECTRICAL						
	REINSTALL ELECTRICAL	2,880	SF	6.00	17,280		
						17,280	6.00
	TOTAL					118,443	41.13