



Windom Area Schools

District Office:
PO Box 177
Windom MN 56101
Phone: 507-831-6901
Fax: 507-831-6919

An Equal Opportunity Employer
Windom Area Elementary
1200 17th Street
PO box 177
Windom MN 56101
Phone: 507-831-6925

Windom Area
Middle /High School
1400 17th Street
PO Box 177
Windom MN 56101
Phone: 507-831-6910

Windom Schools will create a safe, responsive, and nurturing environment where every learner receives a high-quality, challenging education that empowers them with the skills and knowledge needed for a successful future.

WWW.WINDOM.K12.MN.US

March 24, 2025 Work Session
Windom City Council Chamber
444 9th Street
Windom, MN 56101
March 24, 2025
6:30 PM
Live at [Media SB22](#) on youtube

1. Call to order
Joel Bordewyk
2. The Pledge of Allegiance
Joel Bordewyk
3. Approval of Agenda (revise as necessary)
Joel Bordewyk
4. Public Hearing of Tax Abatement for 1663 17th Street, Windom, MN 56101
5. Approve Resolution 03102025B Approving Tax Abatement for Certain Property Pursuant to Minn. Stat 469-1813 for 1663 17th Street, Windom, MN 56101
6. Resolution Appointing Election Judges and Absentee Ballot Board Members - Action
Jamie Frank
The attached resolution to appoint election judges is a requirement for the election on May 13. Teresa and Peggy met with Denise Nichlos to learn that she is willing to serve as the head election judge. The others listed in the resolution have agreed to work a shift on May 13. All are currently trained election judges as verified by the county auditor's office.
7. Approve Dissolution of Hockey Agreement for both Boys and Girls - Action
Jamie Frank
Mt. Lake Christian and Westbrook Walnut Grove would like to join our pairing agreement.
8. Approve Pairing Agreement for Boys Hockey and Girls Hockey - Action
Jamie Frank
About a year ago, the Hockey Association made a request that districts in the pairing agreement pay for transportation and coaches for the Hockey program. Currently, districts in the pairing agreement contribute \$0 to the program. The superintendents involved in the pairing agreement have been meeting periodically throughout this school year to discuss solutions.

The WAS school board MSHSL (Minnesota State High School League) committee (Joel and Angie) met early in the process to discuss this request.

Recently, the superintendents reached an agreement to share the costs of transportation (school buses only) and four coaches, not to exceed \$25,000. This will be done on a ratio basis. For example, if Windom has 50% of the players, we would pay 50% of the coaching and transportation costs.

Included in your packet is the new pairing agreement and player projections per district.

9. Approve Policies-Action

Policies 702, 704, 705, 706, 711, 712 and 805.

10. Sports Medicine Contract Proposal - Informational

Jamie Frank

Windom Area Health has a proposal to change the Sports Medicine contract to include a certified athletic trainer with office hours at school, coverage for practice, 7th/8th-grade games/meets, as well as the typical coverage for B Squad and Varsity games and meets. Terri Elder is here tonight to discuss the details and give board members an opportunity to ask questions.

11. Estimated Cash Flow Report for 2024-2025 (FY2025) as of February 28, 2025 - Informational

Peggy Pfeffer

This is the third and final look at our cash flow for FY2025. We review this 2-3 times each year with the board in order to make sure we have enough cash on hand to meet our expenses and to determine if we need to do Aid Anticipation Certificates (AAC) (borrow against state aid in order

to pay bills). At this time, unless something major happens, our cash flow is adequate to meet all of our obligations and there is no need to have any AAC. The last time an AAC was done was back in 2012, this shows good financial strength for our district.

12. Adjourn

There being no other items to discuss.

WINDOM PUBLIC SCHOOL DISTRICT
PUBLIC HEARING NOTICE
RESIDENTIAL PROPERTY TAX ABATEMENT

A Public Hearing will be held by the Windom Board of Education on Monday, March 24, 2025, at the Board Meeting which begins at 6:30 P.M. in the Windom City Council Chambers at City Hall, 444 Ninth Street, Windom, Minnesota, to consider granting a residential property tax abatement pursuant to Minnesota Statutes §469.1813.

Request submitted by Borsgard Construction, LLC. Abatement period – 5 years commencing on first year of taxes payable for full assessed value related to new home. Based on 2024 tax rates, **estimated** total abatement could be approximately \$2,571.70.

Address of Property: 1663 17th Street, Windom, MN 56101

Legal Description of Property: Lot 14, Block 3 of Kalash Addition to the City of Windom, Cottonwood County, Minnesota.

Parcel #: 25-450-0300

All parties interested in commenting on this proposed abatement may attend the public hearing or submit written comments to the address below prior to the hearing.

BY ORDER OF THE WINDOM BOARD OF EDUCATION

Bruce Mews, Clerk
Windom Public School District
1400 17th Street
P. O. Box 177
Windom, MN 56101
Phone: 507-831-6901, Ext. 502

Published: March 12, 2025
(COTTONWOOD COUNTY CITIZEN)

WINDOM PUBLIC SCHOOL DISTRICT

RESOLUTION NO. 03102025B

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

Abstained:

**RESOLUTION APPROVING TAX ABATEMENT FOR
CERTAIN PROPERTY PURSUANT TO MINN. STAT. §469.1813**

WHEREAS, Minnesota Statute §469.1813 gives authority to a School District to grant an abatement of a percentage of the property taxes imposed by the School District if certain criteria are met; and

WHEREAS, in addition to the statutory requirements, in December 2022 the Windom Board of Education (“School Board”) approved the Cottonwood County Home Initiative Guidelines (the “Guidelines”), established a cap of \$320,000 on the valuation of each new single-family home that will be eligible for tax abatement by the School District, and renewed the School District’s participation in the Cottonwood County Home Initiative Program; and

WHEREAS, Borsgard Construction, LLC, a Minnesota limited liability company, (“Borsgard”) is the owner of the following described real estate within Cottonwood County, Minnesota:

Parcel #: 25-450-0300

Address of Property: 1663 17th Street, Windom, MN 56101

Legal Description of Property: Lot 14, Block 3 of Kalash Addition to the City of Windom, Cottonwood County, Minnesota; and

WHEREAS, Borsgard proposes to a construct a new home on this property; and

WHEREAS, Borsgard has made application to the Windom Public School District (“School District”) for the abatement of taxes as to the above-described parcel; and

WHEREAS, Borsgard has met the statutory requirements outlined under Minnesota Statutes §469.1813 Subdivision 1(1) and Subdivision 1(2)(i) as well as the Cottonwood County Home Initiative guidelines for tax abatement; and

WHEREAS, the School District expects the benefits to the School District of the proposed abatement agreement to at least equal the costs to the School District of the proposed agreement

and finds that the proposed abatement is in the public interest because it will increase or preserve the tax base.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE WINDOM PUBLIC SCHOOL DISTRICT AS FOLLOWS:

1. The Windom Public School District does hereby grant an abatement to BORSGARD CONSTRUCTION, LLC, a Minnesota limited liability company, of the School District's share of real estate taxes upon the above-described parcel based on the proposed construction of a new single-family home on said real estate. Said abatement shall exclude the percentage that the School District is required to retain in state aid and local levy pursuant to Minnesota Statutes §§ 127A.40 to 127A.51, as said sections may be amended in the future.
2. The tax abatement will be for no more than five (5) years commencing on the first year of taxes payable for the full assessed value related to the capital improvement (new home) outlined above.
3. The School District shall provide the awarded abatement payment following payment by the property owners of the real estate taxes due annually. One single payment of the School District's share of the abatement shall be made to the property owners of record by December 30th of that calendar year.
4. The tax abatement shall be for the residential capital improvements only. Land values and the current base value are not eligible and will not be abated.
5. The abatement shall be null and void if construction of the new home is not commenced within six (6) months of the approval of this resolution or if real estate taxes are not paid on or before the respective annual payment deadlines.

Adopted this 24th day of March, 2025.

ATTEST:

Bruce Mews, Clerk

Joel Bordewyk, Chair

February 27, 2025

To: Cottonwood County Home Initiative Administrator

c/o Tiffany Lamb, EDA Director
Economic Development Authority of Windom
444 Ninth Street
P. O. Box 38
Windom, MN 56101

Re: Request for Residential Tax Abatement

Dear Tiffany:

We plan to construct a new single-family home on Lot 14, Block 3 of Kalash Addition in Windom. We are requesting residential tax abatement for the new home pursuant to the Cottonwood County Home Initiative Program. Our plans are to begin construction of the new home this year.

Our application includes:

1. This letter requesting abatement;
2. Legal description, address, and Parcel ID No. of the property;
3. Aerial or plat map showing the lot lines of the property;
4. A site plan showing the proposed location and dimensions of the new home on the property;
5. Floor plans for the new home;
6. Estimated market value of the new home.

Even though our estimated valuation of the new home is in excess of \$320,000, we understand that the maximum valuation on which tax abatement will be granted for the new home is capped at that amount. A copy of the Building Permit issued by the Windom Building & Zoning Office will be provided when available.

Should you have any questions or need additional information, please contact us.

Sincerely,

BORSGARD CONSTRUCTION, LLC

By: Richard Borsgard

By: Drake Borsgard

Applicant: Borsgard Construction, LLC

Mailing Address for Applicant: 2225 River Road, Windom, MN 56101

Contact Phone Nos.: Rick Borsgard - 507-822-1484; Drake Borsgard – 507-822-3845

Attachments

ATTACHMENT
to
COTTONWOOD COUNTY HOME INITIATIVE APPLICATION

Applicant: Borsgard Construction, LLC

Parcel ID No.: 25-450-0300

Address of the Property: 1663 17th Street, Windom, Minnesota 56101

Legal Description of the Property: Lot 14, Block 3 of Kalash Addition to the City of Windom,
Cottonwood County, Minnesota.

Estimated Market Value of the New Home: \$500,000

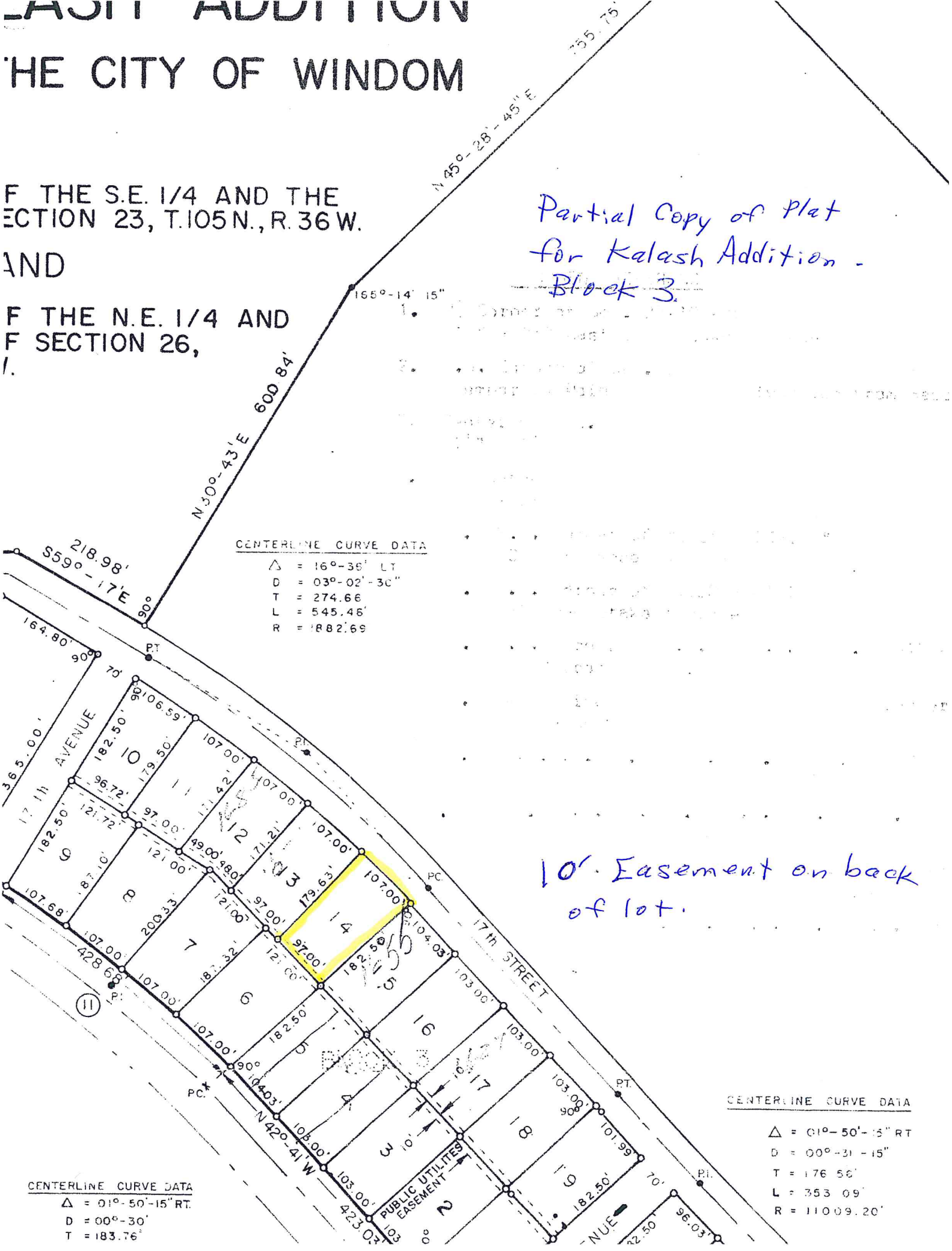
Valuation Cap (per Guidelines): \$320,000

LAST ADDITION THE CITY OF WINDOM

OF THE S.E. 1/4 AND THE
SECTION 23, T.105 N., R. 36 W.
AND

OF THE N.E. 1/4 AND
OF SECTION 26,
T.105 N., R. 36 W.

*Partial Copy of Plat
for Kalash Addition -
Block 3.*



CENTERLINE CURVE DATA

$\Delta = 16^{\circ}-36' \text{ LT}$
 $D = 03^{\circ}-02'-30''$
 $T = 274.66$
 $L = 545.46'$
 $R = 1882.69$

*10' Easement on back
of lot.*

CENTERLINE CURVE DATA

$\Delta = 01^{\circ}-50'-15'' \text{ RT}$
 $D = 00^{\circ}-30'$
 $T = 183.76'$

CENTERLINE CURVE DATA

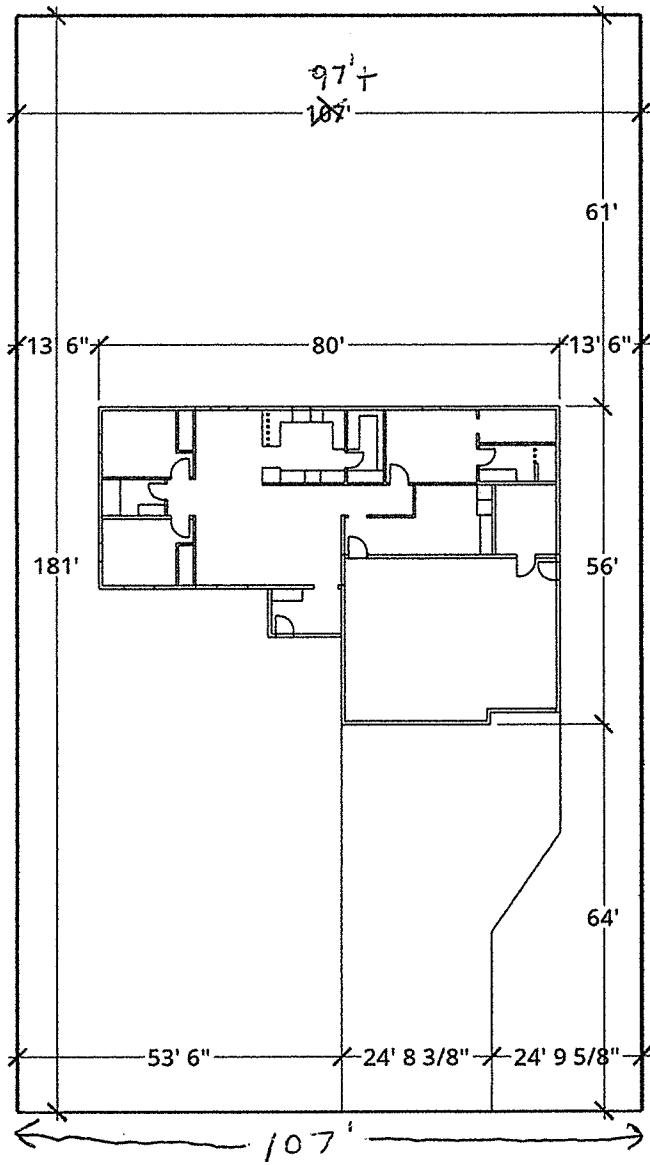
$\Delta = 01^{\circ}-50'-15'' \text{ RT}$
 $D = 00^{\circ}-31'-15''$
 $T = 176.56'$
 $L = 353.09'$
 $R = 11009.20'$



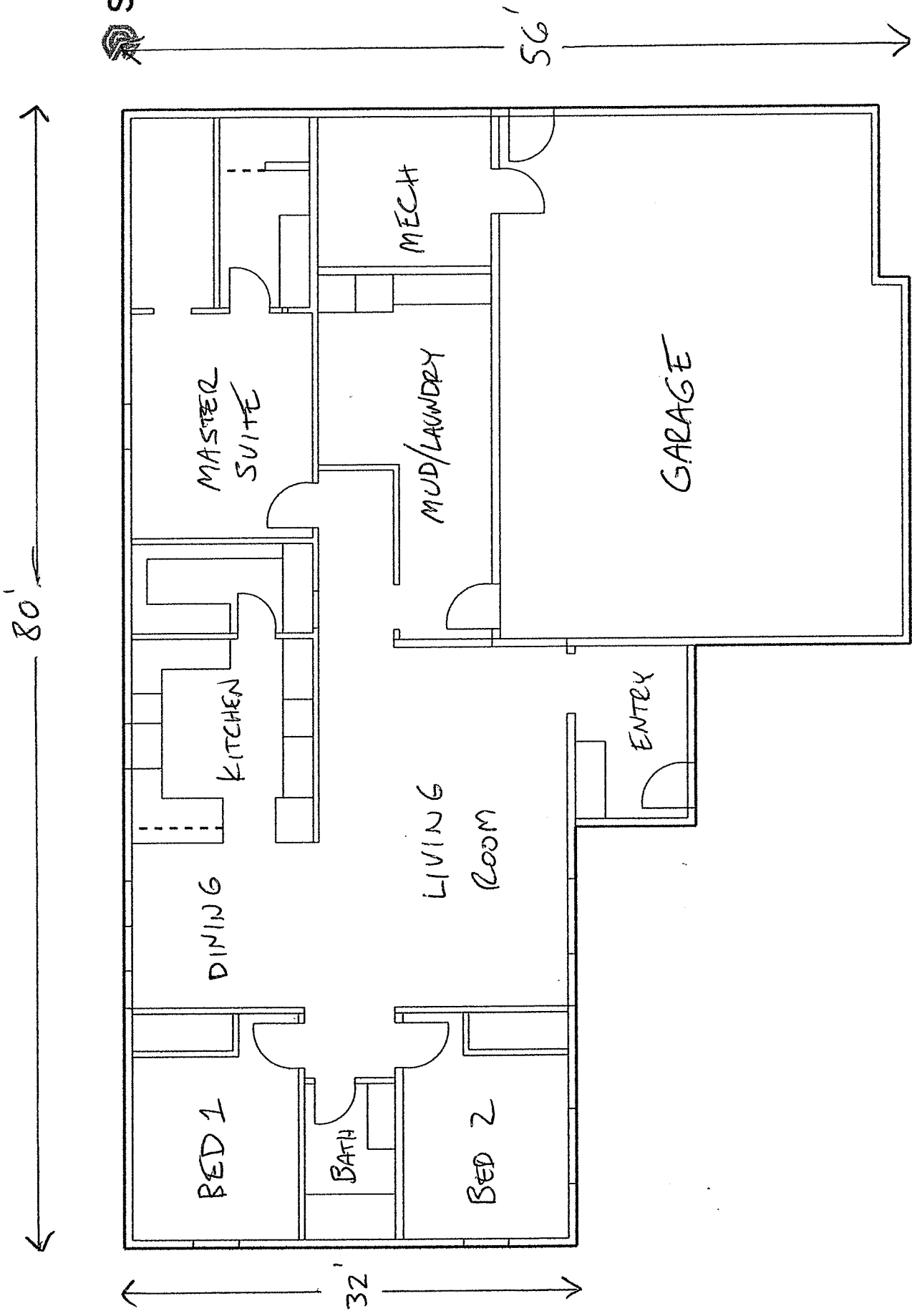
Parcel ID	254500300	Alternate ID	n/a	Owner Address	BORGARD CONSTRUCTION LLC
Sec/Twp/Rng	0-0-0	Class	RESIDENTIAL\SINGLE UNIT		2225 RIVER ROAD
Property Address	1663 17TH ST	Acreage	n/a		WINDOM MN 56101
	WINDOM				
District	n/a				
Brief Tax Description	n/a				

(Note: Not to be used on legal documents)

Date created: 2/25/2025
 Last Data Uploaded: 2/25/2025 4:42:52 AM



17th Street



RESOLUTION 03242025A

FORM OF

RESOLUTION APPOINTING ELECTION JUDGES AND ABSENTEE BALLOT BOARD
MEMBERS

CERTIFICATION OF MINUTES RELATING TO SPECIAL ELECTION

Issuer: Independent School District 177 (Windom), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on March 24, 2025 at 6:30 p.m. in the Windom City Council Chambers.

Members present:

Members absent:

Documents attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO APPOINTING ELECTION JUDGES AND
ABSENTEE BALLOT BOARD MEMBERS FOR THE MAY 13, 2025 SCHOOL
DISTRICT SPECIAL ELECTION

I, the undersigned, being the duly qualified and acting recording officer of the public corporation referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on 2025.

School District Clerk

Member introduced the following resolution and moved its adoption, which motion was seconded by Member

RESOLUTION RELATING TO APPOINTING ELECTION JUDGES AND
ABSENTEE BALLOT BOARD MEMBERS FOR THE MAY 13, 2025 SCHOOL
DISTRICT SPECIAL ELECTION

BE IT RESOLVED by the School Board (the Board) of Independent School District 177 (Windom), Minnesota (the School District) as follows:

It is hereby found, determined and declared as follows:

1. The following individuals, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the School District's special election on May 13, 2025 to act as such at the polling places listed below:

Windom Community Center, 1750 Cottonwood Lake Drive, Windom, MN 56101	Head Election Judge: Denise Nichols
---	-------------------------------------

2. The election judges shall act as clerks of election, count the ballots cast and submit the results to the Board for canvass in the manner provided for other school district elections.

3. The following individuals, each of whom is qualified to serve as an election judge, are hereby appointed as absentee ballot board members for the School District's special election on May 13, 2025, to act as such at the absentee voting location listed below:

District Office
1400 17th St.
Windom, Minnesota 56101

Peggy Pfeffer, Teresa Haken and Sonja Piotter.

4. The following individuals, each of whom is qualified to serve as an election judge, are hereby designated to deliver absentee ballots to hospital patients and residents of health care facilities in accordance with Minnesota Statutes, Section 203B.11, Subdivision 1 for the School District's special election on May 13, 2025:

Jean Hoppe, Jan Dehmlow, Daphne Easler, Sandi Hunter-Snow, Karla Sorenson, Nancy Macgregor, Kathryn Nemitz, Laura White, Kitty Hansen, Diane Vellema, Mary Klosterbuer, Rosie Davis, Mary Mohlencamp, Donna Torkelson, Jackie Jurgens, Crista Stahl(Jane Moldaschel), Peggy Pfeffer, Teresa Haken and Sonja Piotter.

Upon vote being taken thereon, the following voted in favor thereof

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

Minnesota State High School League
 2100 Freeway Blvd., Brooklyn Center, MN 55430-1735
 763-560-2262, Fax: 763.569.0499

Application for DISSOLUTION of Cooperative Sponsorship

Deadline: Not later than the first day of practice for that sport season.
PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for dissolution of cooperative sponsorship.

On behalf of the following schools, we hereby apply for dissolution of the cooperative sponsorship of

Ice Hockey Boys beginning with the **2025 - 2026** school year.
 (activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	City
High School #1:	Windom Area High School	Windom, MN
High School #2:	Jackson County Central High School	Jackson, MN
High School #3:	St. James High School	St. James, MN
High School #4:	Mountain Lake High School	Mountain Lake, MN
High School #5:		
High School #6:		
High School #7:		
High School #8:		

1. Has the school board of each member school of the existing co-op approved a resolution to dissolve the co-op?

- Yes** A copy of the resolution approved by the school board of each member school, stating the reason to dissolve the co-op, MUST be included with this application.
- No** DO NOT SUBMIT this application until a resolution, stating the reason to dissolve the existing co-op, has been approved by the school board of each member school.

2. Please circle appropriate letter.

	Member School				Reason for the Dissolution	
High School #1	A	B	C	A.	Our school is dropping the activity.	
High School #2	A	B	C	B.	Our school will sponsor this activity without a cooperative sponsorship.	
High School #3	A	B	C	C.	Our school will sponsor this activity as part of a new cooperative sponsorship. Please submit an Application for Cooperative Sponsorship for the new co-p.	
High School #4	A	B	C			
High School #5	A	B	C			
High School #6	A	B	C			
High School #7	A	B	C			
High School #8	A	B	C			

Signature of the person duly authorized by the member school to act on behalf of the member school.

High School #1:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #2:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #3:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #4:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #5:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #6:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #7:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #8:	_____	_____
	Designated School Representative	Title of the Designated School Representative

Official Action of the MSHSL Board of Directors

- Approved Not Approved

Signature: _____
MSHSL Executive Director

Date: _____

Minnesota State High School League
 2100 Freeway Blvd., Brooklyn Center, MN 55430-1735
 763-560-2262, Fax: 763.569.0499

Application for DISSOLUTION of Cooperative Sponsorship

Deadline: Not later than the first day of practice for that sport season.
PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for dissolution of cooperative sponsorship.

On behalf of the following schools, we hereby apply for dissolution of the cooperative sponsorship of

Ice Hockey Girls beginning with the **2025 - 2026** school year.
 (activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	City
High School #1:	Windom Area High School	Windom, MN
High School #2:	Jackson County Central High School	Jackson, MN
High School #3:	St. James High School	St. James, MN
High School #4:	Heron-Lake Okabena	Okabena, MN
High School #5:	Mountain Lake High School	Mountain Lake, MN
High School #6:	Butterfield-Odin High School	Butterfield, MN
High School #7:	Comfrey High School	Comfrey, MN
High School #8:		

1. Has the school board of each member school of the existing co-op approved a resolution to dissolve the co-op?

- Yes** A copy of the resolution approved by the school board of each member school, stating the reason to dissolve the co-op, MUST be included with this application.
- No** DO NOT SUBMIT this application until a resolution, stating the reason to dissolve the existing co-op, has been approved by the school board of each member school.

2. Please circle appropriate letter.

	Member School				Reason for the Dissolution	
High School #1	A	B	C		A.	Our school is dropping the activity.
High School #2	A	B	C		B.	Our school will sponsor this activity without a cooperative sponsorship.
High School #3	A	B	C		C.	Our school will sponsor this activity as part of a new cooperative sponsorship. Please submit an Application for Cooperative Sponsorship for the new co-p.
High School #4	A	B	C			
High School #5	A	B	C			
High School #6	A	B	C			
High School #7	A	B	C			
High School #8	A	B	C			

Signature of the person duly authorized by the member school to act on behalf of the member school.

High School #1:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #2:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #3:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #4:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #5:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #6:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #7:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #8:	_____	_____
	Designated School Representative	Title of the Designated School Representative

Official Action of the MSHSL Board of Directors

- Approved Not Approved

Signature: _____
MSHSL Executive Director

Date: _____



Windom Area Schools

District Office
PO Box 177
Windom, MN 56101

Phone: 507-831-6901
Fax: 507-831-6919

Windom Area
Middle/High School

Phone: 507-831-6910
Fax: 507-831-6919

Windom Area
Elementary

Phone: 507-831-6925
Fax: 507-831-6919

www.windom.k12.mn.us

We are requesting to dissolve our current boys' and girls' hockey co-ops in order to realign them so that both agreements include the same member schools. Our goal is to create consistency between the boys' and girls' hockey programs by ensuring both co-ops have identical participating schools. Additionally, we are making adjustments to how hockey is funded among all schools within the co-op. As required by the Minnesota State High School League, we must first dissolve our existing co-op agreements before formally approving the new ones.

Currently, the boys' hockey co-op includes Windom Area, Jackson County Central (JCC), St. James, and Mountain Lake. Under the new agreement, the boys' co-op will expand to include Windom Area High School, Jackson County Central High School, St. James High School, Heron Lake-Okabena High School, Mountain Lake High School, Butterfield-Odin High School, Comfrey High School, Mt. Lake Christian, and Westbrook-Walnut Grove High School. The girls' hockey co-op currently includes Windom Area High School, Jackson County Central High School, St. James High School, Heron Lake-Okabena High School, Mountain Lake High School, Butterfield-Odin High School, and Comfrey High School. The new girls' hockey agreement will expand to include Windom Area High School, Jackson County Central High School, St. James High School, Heron Lake-Okabena High School, Mountain Lake High School, Butterfield-Odin High School, Comfrey High School, Mt. Lake Christian, and Westbrook-Walnut Grove High School.

The reason for adding schools to our cooperative agreement is that there are youth hockey players currently enrolled in these districts whom we anticipate will become part of our varsity program in the future. Expanding our co-op ensures a stronger, more sustainable program for both boys' and girls' hockey.

Sincerely,

Jacob Johnson
Activities Director
Windom Area High School

	Windom	Jackson	St James	Mt Lake	Heron Lake-	Spirit Lake	Westbrook-	Total	Current Grade
2025	2							2	12
2026	1	1	1					3	11
2027	2	4	1					7	10
2028	5	1						6	9
2029	11	2	2	1		1		17	8
2030	5			1			1	7	7
2031	5	2	1	1				9	6
2032	5							5	5
2033	2	1						3	4
2034	6	1	2	1	1			11	3
2035				1				1	2
TOTAL	44	12	7	5	1	1	1	71	

Grand Total 71

25-26	19
26-27	23
27-28	26
28-29	26
29-30	17

Boys Varsity through Squirts

Application for Cooperative Sponsorship

Deadline: Not later than 30 days prior to the first day of practice for that sport season.
 PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION
 AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of **Ice Hockey Boys** beginning with the **2025 - 2026** school year. (activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	Windom Area High School	263	Windom, MN	3A	3A
High School #2:	Jackson County Central High School	285	Jackson, MN	3A	3A
High School #3:	St. James High School	255	St. James, MN	2A	3A
High School #4:	Heron-Lake Okabena	82	Okabena, MN	3A	3A
High School #5:	Mountain Lake High School	123	Mountain Lake, MN	2A	3A
High School #6:	Butterfield-Odin High School	55	Butterfield, MN	2A	3A
High School #7:	Comfrey High School	25	Comfrey, MN	2A	3A
High School #8:	Mt. Lake Christian	29	Mountain Lake, MN	2A	3A
High School #9:	Westbrook-Walnut Grove High School	103	Westbrook, MN	3A	3A
High School #10:					

*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

**Current (Number and Class)

1. Do any of the above schools belong to a conference in this activity?
 - Yes** This application must include a review and comments from the conference(s) of which the schools are members.
 - No**
2. Do any of the above schools currently have a cooperative agreement in this activity?
 - Yes** An application for dissolution must be submitted for the existing agreement.
 - No**
3. Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About_MSHSL/Membership_Information:_A_History_&_Model_Resolution_for_School_Boards))
4. List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

	7th	8th	9th	10th	11th	12th
High School #1		2	2	2	1	2
High School #2			1	4	1	
High School #3				1	1	
High School #4						
High School #5						
High School #6						
High School #7						
High School #8						
High School #9						
High School #10						

5. Team Identification: (Indicate how cooped schools should be identified in tournament programs): Windom Area Eagles

6. Team Colors: Blue and Gold Team Mascot: Eagles

7. Host School (school that will receive revenue share check): Windom Area High School

Board of Education (or designee)	School	Date
Signed _____	<u>Windom Area High School</u>	_____
Signed _____	<u>Jackson County Central High School</u>	_____
Signed _____	<u>St. James High School</u>	_____
Signed _____	<u>Heron-Lake Okabena</u>	_____
Signed _____	<u>Mountain Lake High School</u>	_____
Signed _____	<u>Butterfield-Odin High School</u>	_____
Signed _____	<u>Comfrey High School</u>	_____
Signed _____	<u>Mt. Lake Christian</u>	_____
Signed _____	<u>Westbrook-Walnut Grove High School</u>	_____

Official Action of the MSHSL Board of Directors

Approved

Not Approved

Signature: _____
MSHSL Executive Director

Date: _____

Application for Cooperative Sponsorship

Deadline: Not later than 30 days prior to the first day of practice for that sport season.
 PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION
 AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of **Ice Hockey Girls** beginning with the **2025 - 2026** school year. (activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	Windom Area High School	263	Windom, MN	3A	3A
High School #2:	Jackson County Central High School	285	Jackson, MN	3A	3A
High School #3:	St. James High School	255	St. James, MN	2A	3A
High School #4:	Heron-Lake Okabena	82	Okabena, MN	3A	3A
High School #5:	Mountain Lake High School	123	Mountain Lake, MN	2A	3A
High School #6:	Butterfield-Odin High School	55	Butterfield, MN	2A	3A
High School #7:	Comfrey High School	25	Comfrey, MN	2A	3A
High School #8:	Mt. Lake Christian	29	Mountain Lake, MN	2A	3A
High School #9:	Westbrook-Walnut Grove High School	103	Westbrook, MN	3A	3A
High School #10:					

*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

**Current (Number and Class)

1. Do any of the above schools belong to a conference in this activity?
 - Yes** This application must include a review and comments from the conference(s) of which the schools are members.
 - No**
2. Do any of the above schools currently have a cooperative agreement in this activity?
 - Yes** An application for dissolution must be submitted for the existing agreement.
 - No**
3. Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About_MSHSL/Membership_Information:_A_History_&_Model_Resolution_for_School_Boards))
4. List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

	7th	8th	9th	10th	11th	12th
High School #1			1	1	2	2
High School #2	1					
High School #3						
High School #4			1	1		
High School #5	1					
High School #6						1
High School #7						1
High School #8						
High School #9						
High School #10						

5. Team Identification: (Indicate how cooped schools should be identified in tournament programs): Windom Area Eagles

6. Team Colors: Blue and Gold Team Mascot: Eagles

7. Host School (school that will receive revenue share check): Windom Area High School

Board of Education (or designee)	School	Date
Signed _____	<u>Windom Area High School</u>	_____
Signed _____	<u>Jackson County Central High School</u>	_____
Signed _____	<u>St. James High School</u>	_____
Signed _____	<u>Heron-Lake Okabena</u>	_____
Signed _____	<u>Mountain Lake High School</u>	_____
Signed _____	<u>Butterfield-Odin High School</u>	_____
Signed _____	<u>Comfrey High School</u>	_____
Signed _____	<u>Mt. Lake Christian</u>	_____
Signed _____	<u>Westbrook-Walnut Grove High School</u>	_____

Official Action of the MSHSL Board of Directors

Approved

Not Approved

Signature: _____
MSHSL Executive Director

Date: _____

Windom Area Eagles Boys and Girls Hockey

Pairing Agreement

This is an agreement between the Windom Youth Hockey Association and current School Districts participating in the Windom Area Eagles Boys and Girls Hockey Pairing Agreement, including, Windom Area Schools, Jackson County Central Schools, St. James Public Schools, Heron Lake-Okabena Schools, Comfrey Public Schools, Butterfield-Odin Public Schools, Mountain Lake Public Schools, Mountain Lake Christian School, Westbrook Walnut-Grove Schools.

1. **Team Name:** Windom Area Eagles
2. **Nickname:** Eagles
 - a. Upon the expiration of the current jersey cycle, a committee will be established, and a new team name will be considered to encompass all schools in the cooperative.
3. **Colors:** Blue and Gold
4. **Logo:** Windom Area Eagles
5. **Host School:** Windom Area Public Schools
6. **Contracts:** Handled by host school, Windom Area Schools
7. **Transportation:** Will be scheduled by the Windom Area Schools Activities Administrator.
8. **Practice Site:** Windom Arena
9. **Game Site:** Windom Arena
10. **Practice Schedules:** Will be determined by the coaching staff.
11. **Coaches:**
 - a. Vacant coaching positions will be advertised by Windom Area Schools.
 - b. Coaches will be employed in Windom Area Schools and follow the Windom Area Schools coaching schedule.
 - c. Windom Area Schools will be responsible for the hiring process.
 - d. Emergency Vacancies: In the case that a vacancy is created days before the season is to begin or during the season, the Windom Activity Director will consult with the Windom Superintendent to select a coach for the specific position, yet, notwithstanding final school board approval or rejection of the selection.
12. **Conference Affiliation:** Big South Conference (or Conference Windom Area Schools are assigned by the MSHSL).
13. **Expenses**
 - a. **Collection of Costs:**
 - i. At the completion of the hockey season, Windom Area Schools will bill each school district each year the costs for the:
 1. Four paid coaching positions, per the Windom Area Public Schools contract, and
 2. the cost of transportation for the season, and
 3. the combined costs of the two amounts will not exceed \$25,000. If costs exceed \$25,000, the remainder of the amount will remain the responsibility of the Windom Youth Hockey Association.

- ii. Each cooperative school district will return payment to Windom Area Schools as soon as possible.
- b. **Overall Expenses Per Pupil Costs:** Expenses for the programs will be determined by the per participant formula. The roster will be given to the Windom School Business Manager on November 15 of each year. Invoices will be derived based on this participant list.
- c. **Per Participant Formula:**
 - i. Each school will pay their percentage of the total number of participants participating in the JV or Varsity boys and girls program. For example, if there are 30 players and Windom has 15 players, Windom would pay 50% of \$25,000.
 - ii. In the event that a cooperative school does not have a boys or girls participant on the respective team, to remain in the cooperative, that school will pay \$500 as their *per participant formula*.
 - iii. **Dissolution of a School District:** School Districts exiting the cooperative agreement will follow the MSHSL Dissolution of Cooperative process.
 - 1. The school district will be responsible for the additional year of participation after notification of exiting (dissolving their participation in) the cooperative, per the dissolution application.
 - 2. After the additional year of participation, the cooperative will be dissolved with the exiting school district. The exiting school district will not be eligible for readmittance into the cooperative agreement for three (3) additional years or pay an additional fee of six thousand (\$6,000) dollars for readmittance into the cooperative agreement. Payable to Windom Area Schools.
 - a. The reimbursement will be credited to the individual school district the following hockey season upon billing of the *Per Pupil Costs* for the upcoming season.
- d. **Addition of New School District:** School Districts asking to join the cooperative agreement will be assessed a fee of six thousand (\$6,000) dollars to reimburse current school district's for paperwork and preparation of a new agreement. Payable to Windom Area Schools.
 - 1. The reimbursement will be credited to the individual school district the following hockey season upon billing of the *Per Pupil Costs* for the upcoming season.
- e. **Payment of Coaches:** Windom Schools will pay coaches directly. This contract includes one head coach and one assistant coach for boys and one head coach and one assistant coach for girls. If the Hockey Association chooses to add an assistant coach, the cost will be Hockey Association's responsibility.
- f. **Payment of Transportation:** Payment of transportation will follow the outlined procedure listed in 13.a.i.3. of this agreement.
- g. **Payment of Event Workers:**
 - i. Windom Area Schools will provide a Site Supervisor for games. The Windom Youth Hockey Association will be responsible for payment of the Site Supervisor.
 - ii. Windom Youth Hockey Association will provide other needed workers for games and other contests.
- h. **Payment of Referees:** The Windom Youth Hockey Association will be responsible for the payment of referees.

- i. **Payment for Clinics, Scouting, etc.:** The Windom Youth Hockey Association will be responsible for payment for clinics, scouting, etc.
- j. **Supplies and Equipment:** The Windom Youth Hockey Association will be responsible for supplies and equipment.
- k. **MSHSL Fee:** The Windom Youth Hockey Association will be responsible for all expenses and will reimburse the Windom School District.
- l. If an item is missing from the above list and is paid for by the Windom Schools, the Windom Youth Hockey Association will reimburse the Windom School District.

14. Revenues

- a. **Revenue:** The revenue (participation fees, ticket sales, etc) will be collected by the Windom Youth Hockey Association.
- b. **Section Ticket Sales (Gate Fees):** Will be collected by Windom Area Schools. These sales/fees are paid to the Section by Windom Area Schools.
- c. **Concessions:** Will be held by the Windom Youth Hockey Association. The Windom Youth Hockey Association will be responsible for all expenses.
- d. **Banquets, Homecoming, Other Events:** Will be the responsibility of the Head Coach, in consultation with the Windom Activities Administrator.

15. **Facility Expense:** Will be the responsibility of the County, City, or Windom Youth Hockey Association.

16. **Length of Agreement:** This agreement will be in effect for five (5) years starting in the 2025-2026 hockey season and ending in the 2029-2030 hockey season.

17. Signature and Acknowledgment:

Windom Youth Hockey Association

Sam Riel 2/5/25
Board President Date

[Signature] 2/5/25
Board Vice President Date

Windom Area Schools

Board Chair Date

Board Clerk Date

Superintendent Date

Jackson County Central Schools

Jana Polg 2-24-25
Board Chair Date

Rhonda Moore 3/6/25
Board Clerk Date

[Signature] 2-24-25
Superintendent Date

St. James Public Schools

[Signature] 02-10-25
Board Chair Date

[Signature] 2-10-25
Board Clerk Date

Sam Riel 2-10-25
Superintendent Date

Heron Lake-Okabena Schools

Board Chair Date

Board Clerk Date

Superintendent Date

Butterfield-Odin Public School

Board Chair Date

Board Clerk Date

Superintendent Date

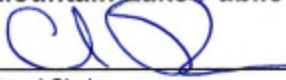
Comfrey Public School

Board Chair Date

Board Clerk Date

Superintendent Date


Mountain Lake Public Schools

 2/18/25

Board Chair Date

 2-18-25

Board Clerk Date

 2/18/25

Superintendent Date

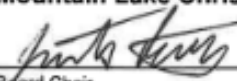
Westbrook- Walnut Grove

Board Chair Date

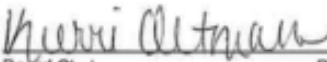
Board Clerk Date

Superintendent Date

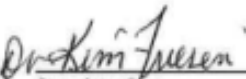
Mountain Lake Christian School

 2/18/25

Board Chair Date

 2-18-25

Board Clerk Date

 2-18-25

Superintendent Date

Date

Adopted: _____

MSBA/MASA Model Policy 702

Orig. 1995

Revised: _____

Rev. 202206

702 ACCOUNTING

[Note: The provisions of this policy reflect the applicable statutes and are not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in guidelines adopted by the Minnesota Department of Education.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts.

III. MAINTENANCE OF BOOKS AND ACCOUNTS

The school district shall maintain its books and records and do its accounting in compliance with the Uniform Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in the guidelines adopted by the Minnesota Department of Education and in compliance with applicable state laws and rules relating to reporting of revenues and expenditures.

IV. PERMANENT FUND TRANSFERS

Unless otherwise authorized pursuant to ~~Minn. Stat. §~~ Minnesota Statutes section 123B.80, as amended, or any other law, fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in compliance with Minnesota Statutes section Minn. Stat. §123B.79, as amended, or other applicable statute.

V. REPORTING

The school board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. Each year, the school district shall also provide for the publication of the financial information specified in Minnesota Statutes section Minn. Stat. §123B.10 in the manner specified therein.

Legal References: Minn. Stat. § 123B.02 (~~General Powers of Independent School Districts~~)School District Powers)
Minn. Stat. § 123B.09 (~~Boards of Independent School Districts~~)School Board Powers)
Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.14, Subd. 7 (~~Officers of Independent School Districts~~)Duties of School Board Clerk)
Minn. Stat. § 123B.75 (Revenue; Reporting)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
Minn. Stat. § 123B.78 (Cash Flow; School District Revenues; Borrowing for

Current Operating Costs; Capital Expenditure, Deficits)
Minn. Stat. § 123B.79 (Permanent Fund Transfers)
Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

Cross References: MSBA/MASA Model Policy 703 (Annual Audit)
~~MSBA Service Manual, Chapter 7, Education Funding~~

Adopted: _____

MSBA/MASA Model Policy 704

Orig. 1995

Revised: _____

Rev. 2025~~2~~

704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM

I. PURPOSE

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). with a capitalization level that equals or exceeds \$5,000. Group purchases for technology, furniture, or other equipment that is purchased as a per quantity that otherwise may be below the individual item threshold, the total threshold is \$25,000. – ~~In addition, t~~The inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

IV. REPORT

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board.

Legal References:

Minn. Stat. § 123B.02 (General Powers of Independent School Districts)

Minn. Stat. § 123B.09 (Boards of Independent School Districts)

Minn. Stat. § 123B.51 (Schoolhouse and Sites; Uses for School and Nonschool Purposes; Closings)

[GASB Implementation Guide 2021-1](#)

Cross References:

MSBA/MASA Model Policy 702 (Accounting)

Adopted: _____

MSBA/MASA Model Policy 705

Orig. 1995

Revised: _____

Rev. 202209

705 INVESTMENTS

[Note: The provisions of this policy substantially reflect legal requirements.]

I. PURPOSE

The purpose of this policy is to establish guidelines for the investment of school district funds.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

III. SCOPE

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

IV. AUTHORITY; OBJECTIVES

- A. The funds of the school district shall be deposited or invested in accordance with this policy, ~~Minn. Stat. Minnesota Statutes chapter~~ Ch. 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows
 - 1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
 - 2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.
 - 3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

V. DELEGATION OF AUTHORITY

- A. The _____ of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees but shall remain responsible for the operation of the program.

- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

VI. STANDARD OF CONDUCT

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment, and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

VII. MONITORING AND ADJUSTING INVESTMENTS

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets, and the relative value of competing investment instruments.

VIII. INTERNAL CONTROLS

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions by officers, employees, or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

The school district may invest its available funds in those instruments specified in ~~Minn. Stat. §§Minnesota Statutes sections~~ 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds. The assets of an other postemployment benefits (OPEB) trust or trust account established pursuant to ~~Minn. Stat. §Minnesota Statutes section~~ 471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under ~~Minn. Stat. Ch. Minnesota Statutes chapter~~ 118A or ~~Minnesota Statutes section~~§ 356A.06, ~~subdivision~~Subd. 7. Investment of funds in an OPEB trust account under ~~Minn. Stat. § Minnesota Statutes section~~ 356A.06, ~~subdivision~~Subd. 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed

between the investment officer, as designed _____ herein, and the trust administrator.

X. PORTFOLIO DIVERSIFICATION; MATURITIES

- A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
 - 1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.
 - 2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.
 - 3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally, all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

XIII. SAFEKEEPING AND COLLATERALIZATION

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in ~~Minn. Stat. § Minnesota Statutes section~~ 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.
- B. Deposit-type securities shall be collateralized as required by ~~Minn. Stat. § Minnesota Statutes section~~ 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

XIV. REPORTING REQUIREMENTS

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. The investment officer shall prepare and submit to the school board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter and describe the investment portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The

report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter. Each quarterly report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.

- C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.
- D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

XV. DEPOSITORIES

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of [Minn. Stat. § Minnesota Statutes section 118A.03](#) and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

The school district may make electronic fund transfers for investments of excess funds upon compliance with [Minn. Stat. § Minnesota Statutes section 471.38](#).

Legal References:

Minn. Stat. § 118A.01 (~~Definitions~~~~Public Funds; Depositories and Investments~~)
Minn. Stat. § 118A.02 (~~Depositories; Investing; Sales, Proceeds, Immunity~~~~Authorization for Deposit and Investment~~)
Minn. Stat. § 118A.03 (~~When and What Collateral Required~~~~Depositories and Collateral~~)
Minn. Stat. § 118A.04 (Investments)
Minn. Stat. § 118A.05 (Contracts and Agreements)
Minn. Stat. § 118A.06 (~~Delivery and Safekeeping; Acknowledgements~~)
Minn. Stat. § 356A.06, Subd. 7 (~~Investments; Additional Duties~~~~Authorized Investment Securities~~)
Minn. Stat. § 471.38 (Claims)
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

Cross References:

MSBA/MASA Model Policy 703 (Annual Audit)
~~MSBA Service Manual, Chapter 7, Education Funding~~
Minnesota Legal Compliance Audit Guide [for School Districts](#) Prepared by the Office of the State Auditor

Adopted: _____

MSBA/MASA Model Policy 706

Orig. 1995

Revised: _____

Rev. 202207

706 ACCEPTANCE OF GIFTS

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to accept gifts only in compliance with state law.

III. ACCEPTANCE OF GIFTS GENERALLY

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

IV. GIFTS OF REAL OR PERSONAL PROPERTY

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

[Note: This voting requirement and gift use provision is specified by Minnesota Statutes section, Stat. § 465.03.]

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

Legal References:

Minn. Stat. § 123B.02, Subd. 6 ([General Powers of Independent School Boards](#) ~~Bequests, Donations, Gifts~~)

Minn. Stat. § 465.03 ([Gifts to Municipalities](#))

Cross References:

_____ [None](#)

Adopted: _____

MSBA/MASA Model Policy 711

Orig. 1995

Revised: _____

Rev. 202212

711 VIDEO RECORDING ON SCHOOL BUSES

I. PURPOSE

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students and employees on the bus is a significant factor in the safety and efficiency of school bus transportation. Student and employee misbehavior increases the potential risks of injury. Therefore, the school district believes that video recording student passengers and employees on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus video recording system.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. Each and every school bus owned, leased, contracted, and/or operated by the school district shall be equipped with a fully enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded.
2. A video camera will not necessarily be installed in each and every school bus owned, leased, contracted, and/or operated by the school district, but cameras may be rotated from bus to bus without prior notice to students.
3. Video cameras will be placed on a particular school bus, to the extent possible, where the school district has received complaints of inappropriate behavior.

B. Use of Video Recordings

1. A video recording of the actions of student passengers and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct on the bus.
2. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, [Minnesota Statutes chapter Minn. Stat. Ch. 13](#) and the Family Educational Rights and Privacy Act, 20 [United States Code section U.S.C. §1232g](#) and the rules and/or regulations promulgated thereunder.
3. Video recordings will be viewed by school district personnel on a random basis and/or when discipline problems on the bus have been brought to the attention of the school district.
4. A video recording will be retained by the school district until relooped or until the conclusion of disciplinary proceedings in which the video recording is used for evidence.

[Note: School districts should review their record retention policies/schedules as to the stated retention period for school bus video recordings. The retention time period in the retention schedule should be consistent with the retention time period set forth in this policy. The January 2000 School District General Records Retention Schedule, adopted by many school districts, provides that building security/transportation video recordings are to be retained until relooped.]

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records, Administration)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)
[MSBA Service Manual, Chapter 2, Transportation](#)

Adopted: _____

MSBA/MASA Model Policy 712

Orig. 1996

Revised: _____

Rev. 202212

712 VIDEO SURVEILLANCE OTHER THAN ON BUSES

[Note: See MSBA/MASA Model Policy 711 for Video Recording on School Buses.]

I. PURPOSE

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. School district buildings and grounds may be equipped with video cameras.
2. Video surveillance may occur in any school district building or on any school district property.
3. Video surveillance will normally not be used in bathrooms or locker rooms, although these areas may be placed under surveillance by individuals of the same sex as the occupants of the bathrooms or locker rooms. Video surveillance in bathrooms or locker rooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

B. Use of Video Recordings

1. Video recordings will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.
2. A video recording of the actions of students and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in school district buildings or on school grounds.
3. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, ~~Minn. Stat. Ch. Minnesota Statutes chapter~~ 13, and the Family Educational Rights and Privacy Act, 20 ~~United States Code section U.S.C.—§~~ 1232g, and the rules and/or regulations promulgated thereunder.

C. Security and Maintenance

1. The school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, ~~Minn. Stat. Ch. 13~~ ~~Minnesota Statutes chapter~~ 13, and the Family Educational Rights and Privacy Act, 20 ~~United States Code~~

~~section~~U.S.C. § 1232g, and the rules and/or regulations promulgated thereunder.

2. The school district shall ensure that video recordings are retained in accordance with the school district's records retention schedule.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records; Administration)
Minn. Stat. § 609.746 (Interference with Privacy)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)

~~MSBA Service Manual, Chapter 2, Transportation~~

Adopted: _____

MSBA/MASA Model Policy 805

Orig. 1996

Revised: _____

Rev. 202216

805 WASTE REDUCTION AND RECYCLING

[Note: The obligations stated in this policy are substantial and ~~are~~ virtually all are governed by statute. Accordingly, you will see statutory references throughout the policy. Obviously a A school district may choose to add obligations by policy.]

I. PURPOSE

The purpose of this policy is to establish a resource recovery program to promote the reduction of waste, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and surplus property, and the establishment of a program of education to develop an awareness of environmentally sound waste management. (~~Minn. Stat. § 115A.15, Subd. 1~~)

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

III. DEFINITIONS

- A. "Lamp recycling facility" means a facility operated to remove, recover, and recycle for reuse mercury or other hazardous materials from fluorescent or high intensity discharge lamps. (~~Minn. Stat. § 116.93, Subd. 1~~)
- B. "Mixed municipal solid waste" means garbage, refuse, and other solid waste that is aggregated for collection but does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams. (~~Minn. Stat. § 115A.03, Subd. 21~~)
- C. "Packaging" means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product and includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels. (~~Minn. Stat. § 115A.03, Subd. 22b~~)
- D. "Postconsumer materials" means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item. (~~Minn. Stat. § 115A.03, Subd. 24b~~)
- E. "Rechargeable battery" means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a battery exempted by the Commissioner of the Minnesota Pollution Control Agency (PCA) (Commissioner). (~~Minn. Stat. § 115A.9157~~)
- F. "Recyclable commodities" means materials, pieces of equipment, and parts which are

not reusable but which contain recoverable resources. (~~Minn. Stat. § 115A.15, Subd. 1a(a)~~)

- G. “Recyclable materials” means materials that are separated from mixed municipal solid waste for the purpose of recycling or composting, including paper, glass, plastics, metals, automobile oil, batteries, source-separated compostable materials, and sole source food waste streams that are managed through biodegradative processes. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material. (~~Minn. Stat. § 115A.03, Subd. 25a~~)
- H. “Recycling” means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use. (~~Minn. Stat. § 115A.03, Subd. 25b~~)
- I. “Resource conservation” means the reduction in the use of water, energy, and raw materials. (~~Minn. Stat. § 115A.03, Subd. 26a~~)
- J. “Reusable commodities” means materials, pieces of equipment, parts, and used supplies which can be reused for their original purpose in their existing condition. (~~Minn. Stat. § 115A.15, Subd. 1a(b)~~)
- K. “Source-separated compostable materials” means materials that:
1. are separated at the source by waste generators for the purpose of preparing them for use as compost;
 2. are collected separately from mixed municipal solid waste and are governed by state licensing provisions;
 3. are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the Commissioner has determined that no other person is willing to accept the paper for recycling;
 4. are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the PCA’s class I or class II, or equivalent, compost standards and where process rejects do not exceed 15 percent by weight of the total material delivered to the facility; and
 5. may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the Commissioner determines that no other person is willing to accept the materials.
- (~~Minn. Stat. § 115A.03, Subd. 32a~~)
- L. “Waste reduction” or “source reduction” means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:
1. reusing the product in its original form;
 2. increasing the life span of a product;
 3. reducing material or the toxicity of material used in production or packaging; or

4. changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

~~(Minn. Stat. § 115A.03, Subd. 36b)~~

IV. WASTE DISPOSAL

- A. The school district will attempt to decrease the amount of waste consumable materials by:
 1. reduction of the consumption of consumable materials whenever practicable;
 2. full utilization of materials prior to disposal;
 3. minimization of the use of non-biodegradable products whenever practicable.
- B. Each school district facility shall also collect at least three recyclable materials, such as, but not limited to, the following: paper, glass, plastic, and metal. ~~(Minn. Stat. § 115A.151)~~
- C. The school district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the school district is located. ~~(Minn. Stat. § 115A.151)~~
- D. Prior to entering into a contract for the management of mixed municipal solid waste, the school district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently employed in the county or district plan in the county where the school district is located and whether the contract is consistent with the solid waste plan. If the waste management method provided for in the contract is ranked lower than the waste management practices employed by the county or district, the school district will:
 1. determine the potential liability to the school district and its taxpayers for managing waste in this manner;
 2. develop and implement a plan for managing the potential liability; and
 3. submit the information in (1) and (2) above to the PCA.

If the contract is inconsistent with the county plan or if the school district's waste management activities are inconsistent with the county plan, the school district should obtain the consent of the county prior to entering into a binding contract or developing or implementing inconsistent solid waste management activities. ~~(Minn. Stat. § 115A.46, Subd. 5; Minn. Stat. § 115A.471; Minn. Stat. § 458D.07, Subd. 4)~~
- E. The school district may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, or motor vehicle antifreeze (other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle) in or on:
 1. solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility;
 2. the land unless approved by the PCA; or

3. the waters of the state, an individual sewage treatment system, or in a storm water or waste water collection or treatment system unless:
 - a. permitted to do so by the operator of the system and the PCA;
 - b. the school district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month; and
 - c. the school district keeps records of the amount of waste antifreeze generated, maintains these records on site and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.

~~(Minn. Stat. § 115A.916)~~

- F. The school district may not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:
 1. in solid waste; or
 2. in a wastewater disposal system.

~~(Minn. Stat. § 115A.932, Subd. 1(a))~~

- G. The school district may not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:
 1. in a solid waste processing facility; or
 2. in a solid waste disposal facility.

~~(Minn. Stat. § 115A.932, Subd. 1(b))~~

- H. The school district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under ~~Minn. Stat. § Minnesota Statutes section 216B.241, subdivision~~Subds. 2. ~~(Minn. Stat. § 115A.932, Subd. 1(c))~~

- I. The school district may not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The school district also may not place in mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium, or sealed lead-acid that was purchased for use or used by the school district. The school district also may not place in mixed municipal solid waste a rechargeable battery, a rechargeable battery pack, a product with a nonremovable rechargeable battery, or a product powered by rechargeable batteries or rechargeable battery pack, from which all batteries or battery packs have not been removed. ~~(Minn. Stat. § 115A.915; Minn. Stat. § 115A.9155, Subd. 1; Minn. Stat. § 115A.9157, Subd.~~

~~2)~~

- J. The school district may not place yard waste:
1. in mixed municipal solid waste;
 2. in a disposal facility;
 3. in a resource recovery facility, except for the purposes of reuse, composting, or cocomposting; or
 4. in a plastic bag unless exempt as specified in ~~Minn. Stat. § Minnesota Statutes section 115A.931(c), (d), or (e).~~

~~(Minn. Stat. § 115A.931)~~

- K. The school district may not place a telephone directory:
1. in solid waste;
 2. in a disposal facility; or
 3. in a resource recovery facility, except a recycling facility.

~~(Minn. Stat. § 115A.951, Subd. 2)~~

- L. The school district may not:
1. place major appliances in mixed municipal solid waste; or
 2. dispose of major appliances in or on the land or in a solid waste processing or disposal facility.

~~(Minn. Stat. § 115A.9561)~~

- M. The school district may not place in mixed municipal solid waste an electronic product containing a cathode-ray tube. ~~(Minn. Stat. § 115A.9565)~~

- N. The school district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The school district may provide financial incentives to any person, including public or private civic groups, to collect the batteries. ~~(Minn. Stat. § 115A.961, Subd. 3)~~

V. PROCUREMENT OF RECYCLED COMMODITIES AND MATERIALS

- A. When practicable and when the price of recycled materials does not exceed the price of nonrecycled materials by more than 10 percent, the school district may purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the school district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the school district. ~~(Minn. Stat. § 16C.073, Subd.3(a))~~
- B. When purchasing commodities and services, the school district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste. ~~(Minn. Stat. § 16C.073, Subd. 3(b))~~

- C. Whenever practicable, the school district will:
1. purchase uncoated copy paper, office paper, and printing paper unless the coated paper is made with at least 50 percent postconsumer material;
 2. purchase recycled content copy paper with at least 30 percent postconsumer material by weight and purchase office and printing paper with at least 10 percent postconsumer material by weight;
 3. purchase paper which has not been dyed with colors, excluding pastel colors;
 4. purchase recycled content copy, office, and printing paper that is manufactured using little or no chlorine bleach or chlorine derivatives;
 5. use reusable binding materials or staples and bind documents by methods that do not use glue;
 6. use soy-based inks;
 7. purchase printer or duplication cartridges that:
 - a. have 10 percent post-consumer material; or
 - b. are purchased as remanufactured; or
 - c. are backed by a vendor-offered program that will take back the printer cartridges after their useful life, ensure that the cartridges are recycled, and comply with the definition of recycling in [Minn. Stat. § Minnesota Statutes section 115A.03, subdivision Subd. 25b](#);
 8. produce reports, publications, and periodicals that are readily recyclable;
 9. purchase paper which has been made on a paper machine located in Minnesota; and
 10. print documents on both sides of the paper where commonly accepted publishing practices allow.

~~(Minn. Stat. § 16C.073, Subd. 2)~~

- D. The school district may not use a specified product included on the prohibited products list published in the State Register. ~~(Minn. Stat. § 115A.9651)~~
- E. In developing bid specifications, the school district will consider the extent to which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which the commodity or product contains postconsumer material. ~~(Minn. Stat. § 16C.073, Subd. 3(b))~~
- F. When a project involves the replacement of carpeting, the school district may require all persons who wish to bid on the project to designate a carpet recycling company in their bids. ~~(Minn. Stat. § 16C.073, Subd. 3(b))~~

VI. OTHER

The policy of the school district is to actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional, and state levels.

Legal References: Minn. Stat. § 16C.073 (Purchase and Use of Paper Stock; Printing)
Minn. Stat. § 115A.03 (Definitions)
Minn. Stat. § 115A.15 (State Government Resource Recovery)
Minn. Stat. § 115A.151 (Recycling Requirements; Public Entities; Commercial Buildings; Sports Facilities)-~~(State and Local Facilities)~~
Minn. Stat. § 115A.46 (Regional and Local Solid Waste Management Plan; Requirements)~~Requirements~~
Minn. Stat. § 115A.471 (Public Entities; Managingement of Solid Waste)
Minn. Stat. § 115A.915 (Lead Acid Batteries; Land Disposal Prohibited)
Minn. Stat. § 115A.9155 (Disposingal of Certain Dry Cell Batteries)
Minn. Stat. § 115A.9157 (Rechargeable Batteries and Products)
Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)
Minn. Stat. § 115A.931 (Yard Waste; Prohibition)
Minn. Stat. § 115A.932 (Mercury Prohibition)
Minn. Stat. § 115A.951 (Telephone Directories)
Minn. Stat. § 115A.9561 (Major Appliances)
Minn. Stat. § 115A.9565 (Cathode-Ray Tube Prohibition)
Minn. Stat. § 115A.961, Subd. 3 (Household Batteries; Collection, Processing, and Disposal)
Minn. Stat. § 115A.9651 (Listed Metals in Specified Products; Enforcement)
Minn. Stat. § 116.93, Subd. 1 (Lamp Recycling Facilities)
Minn. Stat. § 216B.241, Subds. 2 ~~and 4~~ (Public Utilities; Energy Conservation and Optimization)~~Energy Conservation Improvement~~
Minn. Stat. § 458D.07 (Sewage Collection and Disposal)
National Solid Waste Management Ass'n v. Williams, et al., 966 F.Supp. 844 (D. Minn. 1997)

Cross References: None

Having a full-time athletic trainer (AT) with office hours at school, rather than only covering home games, provides significant benefits for student-athletes, coaches, and the overall athletic program.

Benefits of a Full-Time Athletic Trainer with Office Hours

1. **Injury Prevention & Early Intervention**
 - Regular access to an AT allows athletes to receive preventative care such as taping, stretching, and conditioning guidance.
 - Small issues can be addressed before they turn into major injuries, reducing the risk of long-term problems.
2. **Consistent Injury Assessment & Rehabilitation**
 - Having an AT available during school hours means injured athletes can receive daily evaluations, rehab exercises, and treatment rather than waiting until game time or coming to the hospital for a high school screen. This reduces the strain on working families with a student athlete that does not drive.
 - Speeds up recovery time and ensures proper healing before returning to play.
3. **Immediate Response to Practice Injuries**
 - Most sports injuries occur during practices, not just games. A full-time AT can provide on-the-spot care for practice-related injuries, which may otherwise go unnoticed or untreated.
4. **Stronger Relationships with Athletes & Coaches**
 - A full-time AT can develop rapport with athletes, leading to better communication about pain, injuries, and overall well-being.
 - Coaches benefit from having an expert available to manage injuries and advise on safe return-to-play decisions.
5. **Better Documentation & Communication**
 - Having an AT on-site allows for more thorough tracking of injuries, rehab progress, and return-to-play protocols.
 - They can communicate more effectively with parents, coaches, and healthcare providers regarding an athlete's condition.
6. **Education & Wellness Promotion**
 - ATs can advise coaches and athletes regarding proper warm-up techniques, strength training, and hydration/nutrition strategies to reduce injury risks.
 - They can also conduct concussion baseline testing and other screenings as well as the steps to return to play following a concussion.

Limitations of Home-Game-Only Coverage

- **Missed Injury Prevention & Rehab:** Without regular access, athletes may not receive necessary treatment between games, delaying recovery and increasing re-injury risk.
- **No Practice Coverage:** The majority of injuries happen in practices, meaning players might go untreated until game time or later.
- **Limited Availability for Consultation:** Athletes and coaches don't have a professional resource for daily concerns, leading to possible mismanagement of injuries.

Conclusion

A full-time athletic trainer with office hours provides a proactive approach to athlete health, focusing on injury prevention, treatment, and recovery. In contrast, home-game-only coverage is reactive, addressing injuries only when they occur in competition. Schools that invest in full-time ATs ultimately enhance student-athlete safety, performance, and long-term well-being.

Potential Options for Updated Sports Medicine contract:

1. Step Up contract - 3 year contract
 - School Responsibility is \$6000 – Year 1
 - School Responsibility is \$7750 – Year 2
 - School Responsibility is \$9500 – Year 3
2. 1 year contract
 - School Responsibility is \$8800

Each would be eligible for renegotiation at the end of the contract term.

Estimated Cash Flow Schedule for FY2025 Aid Anticipation Certificates

Please enter the appropriate data into the highlighted cells below.

School District Name: Windom ISD#177 Contact Name: Peggy Pfeffer Phone: 507-831-6901
 Funds Included in Cash Flow (may be any combination of funds 1-4): 1-4
 Est. **Cash and Investment** Balance for these funds, 06/30/2024 \$7,866,324 only Fund 01, 08,21, 02 and 04
 (Please include proceeds from outstanding anticipation certificates in this balance)
 Total Est. Expenditures for these funds, 2024-2025: \$21,036,110 only Fund 01, 08,21, 02 and 04

Month	Estimated Receipts				Estimated Disbursements				Ending Balance	
	Property Taxes	State Aids	Other	Total	Payroll	Other	Certificate Pmt. (if any)	Total		
Jul-24		369,825	539,564	909,390	306,355	794,832		1,101,187	7,674,526	ACTUAL
Aug-24		2,357,909	110,733	2,468,642	208,341	693,400		901,740	9,241,428	ACTUAL
Sep-24		1,417,940	197,704	1,615,643	1,005,412	479,171		1,484,583	9,372,488	ACTUAL
Oct-24	413,811	841,521	164,001	1,419,334	985,543	750,301		1,735,844	9,055,978	ACTUAL
Nov-24	0	515,179	269,866	785,045	1,112,861	989,194		2,102,055	7,738,968	ACTUAL
Dec-24	522,941	1,356,743	338,809	2,218,493	1,071,683	458,898		1,530,581	8,426,880	ACTUAL
Jan-25	17,518	1,457,547	265,583	1,740,648	996,870	491,651		1,488,520	8,679,008	ACTUAL
Feb-25		1,373,576	235,426	1,609,002	1,089,405	865,271		1,954,675	8,333,335	ACTUAL
Mar-25		1,711,550	235,000	1,946,550	1,296,000	395,000		1,691,000	8,588,885	
Apr-25		1,759,535	275,000	2,034,535	1,330,000	380,000		1,710,000	8,913,420	
May-25	210,000	1,452,489	455,000	2,117,489	1,343,750	408,610		1,752,360	9,278,548	
Jun-25	960,000	685,186	400,000	2,045,186	2,930,000	555,000		3,485,000	7,838,734	
FY2025 TOTALS	2,124,271	15,299,000	3,486,686	20,909,957	13,676,219	7,261,327		20,937,546		
Jul-25		377,000	330,000	707,000	335,000	566,000		901,000	7,644,734	
Aug-25		2,401,000	115,000	2,516,000	310,000	556,000		866,000	9,294,734	
Sep-25		1,406,000	210,000	1,616,000	1,211,000	598,000		1,809,000	9,101,734	

Term Rates/Amount with MSLAF

Term Rates with MSLAF	RATE	DUE DATE
\$1,500,000 90 DAYS	4.31%	4/14/2025
\$1,500,000 90 DAYS	4.31%	5/20/2025
\$1,500,000 90 DAYS	4.23%	6/5/2025