



## South St. Paul School Board - Work Session

Monday, November 24, 2025 5:00 PM

CITY HALL, 125 THIRD AVENUE NORTH, South St Paul, Minnesota 55075

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### I. SCHOOL BOARD

I.A. High School Course Proposal (C. Ochocki and N. Tourtelotte)

I.B. Submission of Review and Comment (Superintendent  
Zambreno)

I.C. 2026 Board Organization (Board)

I.D. Public Relations and Community Engagement (Board)

I.E. Committee Updates (Board)

- District 917
- AMSD
- Community Education
- Educational Foundation
- Finance, Facilities and Long-Range Planning
- Local Issues
- Policy
- SSP Open Foundation
- Superintendent Executive

I.F. Other Items Deemed Necessary by the School Board



## School Board Agenda Item

**Date:** November 24, 2025

**Place on Agenda:** Work Session and Board Meeting

**Action Requested:** Approval of course proposals

**Attachment:** None

<b>Topic:</b> High School Course Proposals
<b>Presenter(s):</b> Chuck Ochocki and Natalie Tourtelotte
<p><b>Background:</b></p> <p>The high school aims to offer elective courses that give students the opportunity to explore a range of interests and meet a variety of needs. Teachers at the high school are invited to propose new elective courses for next year for approval. Once a course is approved, it is placed in the course catalog and students who are interested include the course in their choices during registration. Courses are only scheduled and offered if enough students register for it.</p> <p>Courses being proposed as electives for SY26-27 include:</p> <p>Arabic Language and Culture</p> <p>Latino Studies</p> <p>Radio Carmesi– A Bilingual Podcast from the SSPPS Packer Community</p>
<p><b>Recommendation:</b></p> <p>N/A</p>
<p><b>Alternatives:</b></p> <p>N/A</p>



## School Board Agenda Item

**Date:** November 24, 2025

**Place on Agenda:** Work Session and Business Meeting

**Action Requested:** Approval

**Attachment:** None

<b>Topic:</b> Submission for Review and Comment
<b>Presenter(s):</b> Superintendent Zambreno
<b>Background:</b> <p>Superintendent Zambreno is bringing this item forward for Board approval. Based on the district's identified facility needs and prior Board discussions, the Superintendent Zambreno is requesting authorization to move forward with the Review and Comment process required by the Minnesota Department of Education.</p>
<b>Recommendation:</b> <p>Approve authorizing the Superintendent to submit all required information to the Commissioner of Education to request Review and Comment for the acquisition and betterment of school sites and facilities for a May 2026 special election. The proposed project would be financed through the issuance of School Building Bonds, contingent upon voter approval.</p>
<b>Alternatives:</b> <p>Do not approve and direct Superintendent Zambreno with next steps.</p>



## School Board Agenda Item

**Date:** November 24, 2025

**Place on Agenda:** Work Session

**Action Requested:** None. Discussion Only

**Attachment:** 2026 School Board Meeting Schedule Draft  
2026 Board Committee and Liaison Assignments

<b>Topic:</b> Board Organization
<b>Presenter(s):</b> Kim Humann, Chair
<p><b>Background:</b></p> <p>Per Minnesota Statute 123B.14, Subd. 1, the South St. Paul School Board is required to hold its yearly organizational meeting on the first Monday in January, or as soon as practicable. The purpose of this meeting is to seat newly elected board members, elect board officers (chair, vice chair, clerk, and treasurer), establish the dates, times, and locations for regular meetings, and conduct other necessary district business.</p> <p>As we prepare for the January 2026 organizational meeting, this agenda item is to continue the discussion and board reflection on committee interests and officer roles for the upcoming calendar year.</p> <p><b>Attachments include:</b></p> <ul style="list-style-type: none"> <li>● <b>2025 School Board Committee Assignments</b> – Provided to help members reflect on current roles and identify preferences or areas of interest for 2026 committee assignments.</li> <li>● <b>Proposed 2026 School Board Meeting Calendar</b> – Includes a few key notes for planning purposes: <ul style="list-style-type: none"> <li>○ <b>Monday, January 12, 2026:</b> A <i>special meeting</i> is scheduled to seat new board members and conduct organizational business, as required by statute. This open meeting will be off-camera and held in the District Office Conference Room prior to the regularly scheduled work session.</li> <li>○ <b>Tuesday, May 26, 2026:</b> The regular meeting date is moved from Monday to Tuesday due to the Memorial Day holiday.</li> </ul> </li> </ul>
<p><b>Recommendation:</b></p> <p>Review and discuss only.</p>
<p><b>Alternatives:</b></p> <p>N/A</p>

Committee Assignments		
		<b>2025</b>
<b>Finance, Facilities, and Long Range Planning</b>	Meets with the superintendent and Finance Director to discuss key finance items and budget planning. Meets to discuss various building and grounds items and/or planning projects for the District. Meets prior to the work session on the second Monday of month at 4:00 PM.	Anne Claflin Paul Cumings Monica Weber
<b>Policy</b>	Review district policies and recommend necessary policy changes to the Board. Meet as needed.	Ryan Duffy Tim Felton Kim Humann
<b>Superintendent/Executive</b>	This committee is represented by the Chair, Vice Chair and Clerk. Organizes and prepares Superintendent evaluation and other executive business. Meet as needed	Anne Claflin Wendy Felton Kim Humann

Liaison Assignments		
		<b>2025</b>
<b>AMSD (Association of Metropolitan School Districts)</b>	Meets monthly with area board representatives, superintendents, and local legislators to discuss and advocate for student and district needs. Typically meets the first Friday of each month @ 7:30 AM	Ryan Duffy Monica Weber (A)
<b>Community Education Advisory Committee</b>	Works in part with the Community Education Director to assess community needs, programming, and evaluate program effectiveness. Typically meets the 2 <sup>nd</sup> Tuesday of each month @ 4:15 PM (no meetings December, March, June, July, or August)	Kim Humann Paul Cumings (A)
<b>Intermediate School Dist. 917</b>	District 917 is an intermediate district, composed of nine member districts throughout Dakota County, that serves special education, secondary technical, and DCALS (Dakota County Alternative Learning School) students. Typically meets on the first or second Tuesday of each month at 4:30 PM.	Monica Weber (2026)
<b>MSHSL</b>	The School Board Chair attends official MSHSL meetings as needed.	Kim Humann
<b>SSP Educational Foundation</b>	Raises funds to provide an innovative source of public-school funding to support enrichment initiatives, scholarships, research opportunities, training, intervention, and prevention strategies that extend beyond the normal classroom experience. Typically meets the 2 <sup>nd</sup> Wednesday of every month @ 6:00 PM	Wendy Felton Ryan Duffy (A)
<b>SSP Open Foundation</b>	Raises funds to support extra-curricular activities at SSP Secondary. Typically meets the 3 <sup>rd</sup> Wednesday of every month @ 8:00 PM	Tim Felton
<b>Local Issues</b>	Meets the fourth Wednesday of each month from 8:00 – 9:00 AM. Local Issues is hosted by the River Heights Chamber of Commerce with the intent to bring local elected officials, city, school and business leaders together to discuss items relevant to SSP.	Paul Cumings Anne Claflin (A)

Chair –  
 Vice Chair –  
 Treasurer –  
 Clerk –

## Committee Assignments

		2026
<b>Finance, Facilities, and Long Range Planning</b>	Meets with the superintendent and Finance Director to discuss key finance items and budget planning. Meets to discuss various building and grounds items and/or planning projects for the District. Meets prior to the work session on the second Monday of month at 4:00 PM.	
<b>Policy</b>	Review district policies and recommend necessary policy changes to the Board. Meet as needed.	
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<b>MSHSL</b>	The School Board Chair attends official MSHSL meetings as needed.	
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<b>Local Issues</b>	Meets the fourth Wednesday of each month from 8:00 – 9:00 AM. Local Issues is hosted by the River Heights Chamber of Commerce with the intent to bring local elected officials, city, school, and business leaders together to discuss items relevant to SSP.	



# School Board Work Session and Meeting Schedule 2026

Date/Time	Meeting/Work Session	Location
<b>January 12, 2026</b>		
4:00 PM	Finance, Facilities, and Long-Range Planning Committee	District Office Conference Room
5:00 PM	Work Session	District Office Conference Room
6:15 PM	Special Board Meeting	District Office Conference Room
6:30 PM	Stakeholder Comments to the Board	District Office Conference Room
<b>January 26, 2026</b>		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: Middle School</i>	City Hall Council Chambers
<b>February 9, 2026</b>		
4:00 PM	Finance, Facilities, and Long-Range Planning Committee	District Office Conference Room
5:00 PM	Work Session	District Office Conference Room
6:30 PM	Stakeholder Comments to the Board	District Office Conference Room
<b>February 23, 2026</b>		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: - Winter athletics/activities</i>	City Hall Council Chambers
<b>March 9, 2026</b>		
4:00 PM	Finance, Facilities, and Long-Range Planning Committee	District Office Conference Room
5:00 PM	Work Session	District Office Conference Room
6:30 PM	Stakeholder Comments to the Board	District Office Conference Room
<b>March 23, 2026</b>		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: High School</i>	City Hall Council Chambers
<b>April 13, 2026</b>		
4:00 PM	Finance, Facilities, and Long-Range Planning Committee	District Office Conference Room
5:00 PM	Work Session	District Office Conference Room
6:30 PM	Stakeholder Comments to the Board	District Office Conference Room
<b>April 27, 2026</b>		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: Community Learning Center</i>	City Hall Council Chambers

<b>May 11, 2026</b>		
4:00 PM	Finance, Facilities, and Long-Range Planning Committee	District Office
5:00 PM	Work Session	District Office Conference Room
6:30 PM	Stakeholder Comments to the Board	District Office Conference Room
<b>*May 26, 2026 (Tuesday)</b>		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: Spring Activities &amp; Athletics</i>	City Hall Council Chambers
<b>June 8, 2026</b>		
4:00 PM	Finance, Facilities, and Long-Range Planning Committee	District Office Conference Room
5:00 PM	Work Session	District Office Conference Room
6:30 PM	Stakeholder Comments to the Board	District Office Conference Room
<b>June 22, 2026</b>		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: Educational Services</i>	City Hall Council Chambers
<b>July 27, 2026</b>		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: Community Ed./Summer Academics</i>	City Hall Council Chambers
<b>August 10, 2026</b>		
4:00 PM	Finance, Facilities, and Long-Range Planning Committee	District Office Conference Room
5:00 PM	Work Session	District Office Conference Room
6:30 PM	Stakeholder Comments to the Board	District Office Conference Room
<b>August 24, 2026</b>		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: Back to School Highlights</i>	City Hall Council Chambers
<b>September 14, 2026</b>		
4:00 PM	Finance, Facilities, and Long-Range Planning Committee	District Office Conference Room
5:00 PM	Work Session	District Office Conference Room
6:30 PM	Stakeholder Comments to the Board	District Office Conference Room
<b>September 28, 2026</b>		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: Kaposia</i>	City Hall Council Chambers
<b>October 12, 2026</b>		
4:00 PM	Finance, Facilities, and Long-Range Planning Committee	District Office Conference Room
5:00 PM	Work Session	District Office Conference Room
6:30 PM	Stakeholder Comments to the Board	District Office Conference Room

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<b>October 26, 2026</b>		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: Lincoln</i>	City Hall Council Chambers
<b>November 9, 2026</b>		
4:00 PM	Finance, Facilities, and Long-Range Planning Committee	District Office Conference Room
5:00 PM	Work Session	District Office Conference Room
6:30 PM	Stakeholder Comments to the Board	District Office Conference Room
<b>November 23, 2026</b>		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: Community Education</i>	City Hall Council Chambers
<b>December 14, 2026</b>		
4:00 PM	Finance, Facilities, and Long-Range Planning Committee	City Hall Conference Room
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: Fall Activities &amp; Athletics</i>	City Hall Council Chambers

**District Office Conference Room** (104 – 5<sup>th</sup> Ave. So.) · **City Hall Council Chambers** (125 – 3<sup>rd</sup> Ave. No.)

*\*Denotes change in regularly scheduled meeting patterns.*

**Work Session**

The School Board's Work Session serves as a designated forum for School Board members to engage in dialogue and deliberation on matters pertaining to district business. This inclusive session is open to the public and convenes at 5:00 PM on the second Monday of each month at the District Office. Additionally, a brief work session precedes their 6:00 PM Board meeting on the fourth Monday of each month, at City Hall.

**Stakeholder Comments to the Board**

Stakeholder Comments to the Board is an informal setting for stakeholders of South St. Paul Public Schools (students, families, staff, community members, etc.) to share comments or school/district concerns with Board members. In-person sessions are traditionally held at 6:30 PM on the second Monday of each month at the District Office.

**Business Meeting**

The School Board's Business meeting is a formal meeting where Board members review and approve staffing and other official district business. The business meeting also includes a Quality-in-Action (QIA) that celebrates the remarkable achievements and outstanding efforts of our students and staff. The meeting is open to the public and commences at 6:00 PM at City Hall on the fourth Monday of the month.

**Schedule changes can occur so please visit the district's website ([www.sspps.org/about/school-board/meetings](http://www.sspps.org/about/school-board/meetings)) for the most up-to-date schedule.**



## School Board Agenda Item

**Place on Agenda:** Work Session

**Action Requested:** None. Discussion Only

**Attachment:** None

<b>Topic:</b> Public Relations and Community Engagement
<b>Presenter(s):</b> School Board
<b>Background:</b>  The School Board will review the upcoming <a href="#">Calendar of Events</a> and explore opportunities to collaborate with students, staff, families, and the greater South St. Paul community to further the district's mission and vision.
<b>Recommendation:</b>  N/A
<b>Alternatives:</b>  N/A

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## School Board Agenda Item

**Place on Agenda:** Work Session

**Action Requested:** None. Discussion Only

**Attachment:** None

<b>Topic:</b> Committee Updates
<b>Presenter(s):</b> School Board Members
<b>Background:</b>  School Board members will provide an update for the following committees that they serve on: <ul style="list-style-type: none"><li>● District 917</li><li>● AMSD</li><li>● Community Education</li><li>● Educational Foundation</li><li>● Finance, Facilities, and Long-Range Planning</li><li>● Local Issues</li><li>● Policy</li><li>● SSP Open Foundation</li><li>● Superintendent Executive</li></ul>
<b>Recommendation:</b>  N/A
<b>Alternatives:</b>  N/A

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