



## South St. Paul School Board - Work Session

Monday, January 12, 2026 5:00 PM

District Office, 104 - 5th Avenue South, South St Paul, Minnesota 55075

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### I. EDUCATIONAL SERVICES

I.A. Secondary Teaching and Learning (N. Tourtelotte)

### II. FINANCE

II.A. 2025 Year End Audit (R. Chhoth)

II.B. Potential Bond and Capital Projects Levy (B. Zambreno, R. Chhoth)

### III. SCHOOL BOARD

III.A. 2026 Board Organization (K. Humann)

III.B. Mid-Year Superintendent Evaluation Logistics (K. Humann)

III.C. Mid-Year School Board Evaluation Progress Check-in (K. Humann)

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

III.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

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



**South St. Paul  
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## School Board Agenda Item

**Date:** January 12, 2025

**Place on Agenda:** Work Session

**Action Requested:** None. Discussion Only

**Attachment:** None

<b>Topic:</b> Secondary Curriculum and Instruction Update
<b>Presenter(s):</b> Natalie Tourtelotte
<b>Background:</b>  This is a brief Secondary update for the board on our Curriculum Review cycles for the Middle School and High School. This is primarily for information and discussion.
<b>Recommendation:</b>  N/A
<b>Alternatives:</b>  N/A



## School Board Agenda Item

**Date:** Monday, January 12, 2026

**Place on Agenda:** Work Session

**Action Requested:** None. Discussion Only

**Attachment:** None

<b>Topic:</b> Review 2024-25 Final Audit Results
<b>Presenter(s):</b> Ra Chhoth, Executive Director of Finance and Operations
<b>Background:</b>  The school district's annual financial statement audit wrap-up in December. This evening we will review the final audit opinion, findings, and financial results.  Aaron Nielsen, the district's independent auditor from LB Carlson, will review and present the final audit reports with the School Board at the January 12, 2026, work session. Formal approval will be at the January 26th Regular Business Meeting.
<b>Recommendation:</b>  N/A
<b>Alternatives:</b>  N/A



## School Board Agenda Item

**Date:** January 12, 2026

**Place on Agenda:** Work Session

**Action Requested:** Discussion Only

**Attachment:** None.

<b>Topic:</b> Potential Special Election for a Bond Referendum and Capital Projects Levy
<b>Presenter(s):</b> Superintendent Zambreno and Ra Chhoth, Executive Director of Finance and Operations
<b>Background:</b> <p>Over the past several months, the School Board has engaged in a series of discussions on details related to a potential special election for a bond referendum and capital projects levy, including:</p> <ul style="list-style-type: none"><li>• District facility needs, maintenance and safety priorities</li><li>• Potential project scopes and timelines</li><li>• Facility task force recommendations and community survey results</li><li>• Funding options and the financial and tax impacts to the community</li></ul> <p>The purpose of the discussion at the January 12 work session is to address any remaining questions or concerns prior to consideration of a resolution at the January 26 business meeting. That resolution would call for a special election on May 12, 2026, seeking voter approval of a bond and capital projects levy. Draft ballot language and resolution language will also be previewed and discussed as part of this final review step.</p>
<b>Recommendation:</b> <p>None. Discussion only.</p>
<b>Alternatives:</b> <p>N/A</p>



## School Board Agenda Item

**Date:** January 12, 2026

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

**Action Requested:** Approval

**Attachment:** Annual Organizational Items - 2026

<b>Topic:</b> Annual Organizational Items - 2026
<b>Presenter(s):</b> Board Chair
<b>Background:</b> <p>In compliance with Minnesota Statute 123B.14, Subdivision 1, the South St. Paul School Board is required to hold its annual organizational meeting on the first Monday in January, or as soon as practicable thereafter. This annual meeting establishes the governance framework for the coming year and ensures the District meets required statutory and operational obligations.</p> <p>The purpose of the organizational meeting includes seating newly elected board members, electing School Board officers, including chair, vice chair, clerk, and treasurer, establishing the dates, times, and locations of regular School Board meetings, and designating committees, liaisons, and official service providers. The meeting also includes authorization of routine annual actions necessary for the effective operation of the District.</p> <p>The attached items outline the recommended organizational actions for 2026 and are presented for Board discussion, consensus, and approval as appropriate.</p>
<b>Recommendation:</b> <p>Administration recommends approval</p>
<b>Alternatives:</b> <p>Do not approve and direct administration with next steps.</p>

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### **2026 School Board Meeting Schedule**

The South St. Paul School Board generally holds a work session on the second Monday and a short work session followed by a regular business meeting on the fourth Monday of each month. Exceptions include July, when the Board meets only on the fourth Monday for a combined work session and business meeting, and December, when the Board meets only on the second Monday for a combined work session and business meeting. Additional meetings may be scheduled as needed throughout the year. Administration recommends approval of the attached proposed 2026 School Board meeting schedule.

### **2026 Board Committee and Liaison Assignments**

Board committee and liaison assignments help support and advance the mission, governance responsibilities, and ongoing work of the School Board. Board consensus is requested for the proposed 2026 Board Committee and Liaison assignments.

### **Official Newspaper**

Minn. Stat. §123.B.09, Subd. 10 states: "The board shall cause its official proceedings to be published once in the official newspaper of the district. Such publication shall be made within 30 days of the meeting at which such proceedings occurred." In past years, legal notices and minutes have been published in the Pioneer Press, (which under Minn. Stat. §. 331A.01, Subd. 10 qualifies as the district's official newspaper because it is published within the district). In addition, the full minutes are available on the district's website [www.sspps.org](http://www.sspps.org). Administration recommends the Pioneer Press as the District's official newspaper for 2026.

### **Signature Plate**

Administration recommends that the School Board approve to authorize the use of facsimile signatures (school district officers) and authorize for surety bond protection and use of the facsimile signature plate of the previous year's School Board Officers until such time a new plate can be purchased.

### **Designate Official Depositories**

Administration recommends the School Board approve the identified banks and investment institutions for 2026 and, further, that Director of Finance be authorized to conduct collateral transactions as may be required:

- *Demand Accounts Depositories*
  - US Bank
  - Bremer Bank
- *Investment Depositories*
  - MN School District Liquid Asset Fund Plus
  - Charles Schwab
  - Wells Fargo
  - Zions bank

### **Authorization to Lease, Purchase and Contract for Goods and Services**

Administration recommends the School Board authorize, as permitted by Minnesota Statute 123B.52, the Superintendent of Schools or the Executive Director of Finance and Operations to lease, purchase, and contract for goods and services, within the budget as approved by the School Board, provided that any transaction in an amount exceeding the minimum amount for which bids are required (per Minn. Stat. §471.345) must first be specifically authorized by the School Board and must fulfill all other applicable legal requirements for school district contracts.

### **Authorization to Make Payments in Advance of School Board Approval**

Administration recommends the School Board authorize the Superintendent of Schools or designee/Executive Director of Finance and Operations to make payments between School Board meetings in advance of School Board approval under the following conditions and to include such payments in the next list of bills submitted to the School Board for approval:

- Payments of claims which cannot be deferred until the next School Board meeting without the loss to the district of a discount privilege, or because of contract terms, purchase order terms, or a vendor's standard terms which are part of a contract, in accordance with Minn. Stat. § 123B.02, Subd. 18.
- Payments of claims within the standard payment period as defined in Minn. Stat. §471.425.

### **Authorization of Petty Cash Accounts**

Administration recommends the School Board authorize the use of imprest funds (petty cash accounts), that the Superintendent of Schools or designee/Executive Director of Finance and Operations be appointed as custodian of such funds, and that their only uses be for the payment of proper claims against the district, excluding salaries and personal expenses, which it is impractical to pay in any other manner, and for travel expense advances, all as permitted by Minn. Stat. § 123B.11.

### **Mileage Reimbursement**

Reimbursement for automobile travel is provided at the mileage rate established by the Internal Revenue Service (IRS).

### **2026 Professional Services**

Administration recommends the School Board authorize the Superintendent of Schools, his designee/Executive Director of Finance and Operations, and other designees, to utilize the following services (Services are paid on a time and materials utilized basis):

- *District Legal Counsel*
  - The firm of Rupp, Anderson, Squires & Waldspurger, P.A.
  - The firm of Ratwik, Roszak & Maloney
  - The firm of Knutson, Flynn & Deans
  - The firm of FordHarrison
- *District Architects*
  - Wold Architects & Engineers
- *District Auditor*
  - LB Carlson (formerly Malloy, Montague, Karnowski, Radosevich, and Co. - MMKR)
- *District Financial Advisors*
  - Ehlers Public Financial Advisors



**South St. Paul  
Public Schools**

# 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 21, 2026</b>		
5:00 PM	Special Board Meeting	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 and CLC</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

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6:00 PM	Business Meeting <i>QIA: Bldg. &amp; Grounds/Nutrition Services</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

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5:00 PM	Work Session	District Office Conference Room
6:30 PM	Stakeholder Comments to the Board	District Office Conference Room
<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: Student Services</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.**

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.	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		
		2026
<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 (2027)
<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)



## School Board Agenda Item

**Date:** January 12, 2026

**Place on Agenda:** Work Session

**Action Requested:** N/A

**Attachment:** N/A

<b>Topic:</b> Mid-Year Superintendent Evaluation Logistics
<b>Presenter(s):</b> Chair Humann
<b>Background:</b> <p>The School Board will conduct a mid-year superintendent evaluation check-in to support reflection, alignment, and ongoing communication. This check-in is separate from the formal superintendent evaluation that takes place at the end of the school year.</p> <p>At the January 12 School Board work session, the Board will discuss the logistics for the Mid-Year Superintendent Evaluation Check-In, scheduled during a special work session on Wednesday, January 21, 2026 at 5:00 PM.</p> <p>This discussion will focus on planning considerations to ensure the January 21 check-in is clear, well-organized, and productive. Topics may include the format of the session, timelines, roles, and any materials or preparation needed in advance.</p> <p>This logistics discussion is intended to establish shared understanding and set clear expectations ahead of the mid-year check-in.</p>
<b>Recommendation:</b> <p>N/A</p>
<b>Alternatives:</b> <p>N/A</p>



## School Board Agenda Item

**Date:** January 12, 2026

**Place on Agenda:** Work Session

**Action Requested:** N/A

**Attachment:** N/A

<b>Topic:</b> Mid-Year School Board Evaluation Progress Check-in
<b>Presenter(s):</b> Chair Humann
<p><b>Background:</b></p> <p>Earlier this year, the School Board partnered with Ray Queener of TeamWorks International to develop a customized School Board evaluation tool. This work reflects the Board’s commitment to effective governance, continuous improvement, and alignment with the district’s mission, vision, and strategic priorities.</p> <p>Through this partnership, the Board identified key focus areas and clarified expectations for its governance role. The evaluation tool provides a structured framework for reflection, accountability, and ongoing improvement, and is intended to be used throughout the year rather than solely as an annual evaluation.</p> <p><b>Mid-Year Progress Check-In</b></p> <p>At the January 12 School Board work session, the Board will use the evaluation tool to conduct a mid-year progress check-in. This discussion is designed to provide space for reflection on the Board’s work to date and to assess progress toward the focus areas established earlier this year.</p> <p>The mid-year check-in is intended to be a formative, forward-looking conversation. During the work session, the Board will:</p> <ul style="list-style-type: none"> <li>• Review progress since the initial use of the evaluation tool</li> <li>• Discuss strengths and areas for growth</li> <li>• Identify any adjustments or areas needing additional focus</li> <li>• Reaffirm priorities for the remainder of the year</li> </ul> <p>This mid-year check-in supports the Board’s ongoing commitment to thoughtful governance and helps ensure continued alignment as the Board moves into the second half of the school year. Formal evaluation and completion of the tool will be done at the end of the school year.</p>
<p><b>Recommendation:</b></p> <p>n/a</p>
<p><b>Alternatives:</b></p> <p>n/a</p>



## 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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