

OREGON SCHOOL DISTRICT  
BOARD OF EDUCATION  
POLICY COMMITTEE MEETING  
2025-26

DATE: Monday, January 5, 2026  
TIME: 5:30 P.M. - 7:00 P.M.  
PLACE: District Office Meeting Room  
123 E. Grove Street, Oregon, WI 53575

Order of Business

Call to Order

Roll Call

Proof of Notice of Meeting and Approval of Agenda

Approval of Minutes of Previous Meeting(s)

AGENDA

- A. Public Comment Regarding Agenda Items
- B. Old Business
  - 1. Employee Handbook 2025-26: Possible change to premium only Health Reimbursement Arrangement (HRA) Post-Retirement Benefit from 403(b) Benefit For Eligible Employees
- C. New Business
  - 1. Policy 611: Financial Policies - Fund Balance Calculation and other updates
- D. Future Business:
  - 1. To Be Determined
- E. Future Meeting: February 25, 2026 5:30 - 7:00, District Meeting Room
- F. Adjournment

Notice is hereby given that a majority of the Oregon School Board may be present at the meeting of the Policy Committee scheduled to discuss subjects over which they may have decision-making responsibility. This constitutes a meeting of the Board and must be noticed as such although the Board will not take any formal action at this meeting.

Go to <https://www.oregonsd.org/district/school-board> for the most updated version agenda.

Public Comment

[Board Policy 181](#) provides an opportunity for the public to address the Committee. We value the public comment period and feedback from our stakeholders. To comply with the Open Meetings Law and to ensure consistency, public comment will have the following parameters:

- Total public comment time is limited to 15 minutes. Speakers will have up to three minutes in which to make their comments. Ms. Jonen will signal the speaker when their time is up.
- The Committee will not comment after each speaker and will reserve discussion to any items on the agenda. Speakers are welcome to stay for the meeting.
- Next steps following public comment may include: referral to the appropriate administrator for follow-up with the speaker or placement of the matter on a future Committee or Board agenda.

# MINUTES OF THE POLICY COMMITTEE OF THE SCHOOL BOARD OF OREGON SCHOOL DISTRICT HELD ON NOVEMBER 17, 2025

The regular meeting of the Policy Committee of the School Board of the Oregon School District was called to order by Dr. Mary Lokuta at 5:30 p.m. at the District Office, 123 E. Grove Street, Oregon, WI 53575.

Committee Members Present: Dr. Mary Lokuta, Leslie Wright and Dr. Caleb Bush.

Other Board Members Present: Ahna Bizjak and Troy Pankratz (virtually)

Administrators present: Dr. Leslie Bergstrom, Jina Jonen and Andrew Weiland

Others Present: None

Proof in the form of a certificate by the Oregon Observer of communications and notice given to the public and the Oregon Observer, and a certification of posting as required by Section 19.84 Wisconsin Statutes as to the holding of this meeting was presented by Dr. Lokuta.

Ms. Wright moved to approve the agenda as posted. Ms. Wright voted yes. Dr. Bush voted yes. Dr. Lokuta voted yes. Motion approved 3-0.

Dr. Bush moved to approve the October 20, 2025 minutes. Dr. Bush voted yes. Ms. Wright voted yes. Dr. Lokuta voted yes. Motion approved 3-0.

A. Public Comment: None

B. Old Business:

1. None

C. New Business:

1. Employee Handbook 2025-26: Possible change to premium only Health Reimbursement Arrangement (HRA) Post-Retirement Benefit from 403(b) Benefit for Eligible Employees. Discussion held. The Committee directed Ms. Jonen to explore the legality of providing legacy employees the option to move to the HRA benefit. Dr. Bush moved to approve the HRA Benefits as discussed with a phase-in of the 57 minimum age for retirement requirement for age 55 in 2025-26, age 56 in 2026-27 and age 57 in 2027-28. Dr. Bush voted yes. Ms. Wright voted yes. Dr. Lokuta voted yes. Motion approved 3-0.

D. Future Business:

1. HRA Benefit for Legacy Employees and Administrators

E. Future Meetings: December 15, 2025 and January 5, 2026.

F. Adjournment: Ms. Wright moved to adjourn. Ms. Wright voted yes. Dr. Bush voted yes. Dr. Lokuta voted yes. Motion approved 3-0. The meeting adjourned at 7:19 p.m.

## **611: Financial**

**611.01** – The Oregon School District financial accounts are maintained in specific Funds prescribed by the Wisconsin Department of Public Instruction. District funds shall be maintained in accordance with this Policy and in accordance with General Accounting Standards Bureau (GASB).

**611.02 – Fund Balances** – A fund balance is the measurement of available District financial resources reflected in the difference between total assets and total liabilities in each fund. GASB Statement 54 requires different fund balance classifications based on the constraints on how the fund balance can be spent. District fund balances will be classified as follows:

**Non-spendable Fund Balances:** These funds cannot be spent because they are in a non-spendable form or are legally or contractually required to be maintained intact. Examples of these funds include, but are not limited to, inventories, prepaid items, long-term receivables and the permanent principal of an endowment fund.

**Restricted Fund Balances:** These funds are limited by constraints placed on the use of resources by external parties. Examples of these funds include, but are not limited to, amounts restricted by state statute, unspent bond proceeds, grants earned but not spent, debt covenants, taxes dedicated to a specific purpose and revenues restricted by enabling legislation.

**Committed Fund Balances:** These funds are used for specific purposes pursuant to constraints imposed by Board action pursuant to two motions. The first motion must identify the dollar amount to be allocated from the unassigned fund balance. The second motion must identify the purpose of the expenditure. Both motions shall be approved by a two-thirds vote of the entire Board. This commitment cannot be reversed except through the same process, which must be accomplished prior to the end of the District's fiscal year.

**Assigned Fund Balances:** These funds are designated for a specific purpose, but are not restricted or committed. These funds include amounts remaining from the fiscal year's building or department budgets or from miscellaneous projects which are reserved for expenditure in subsequent years. These funds may be assigned by the Business Manager, who shall allocate these funds prior to the annual audit in consultation with the District Superintendent, Board President and Board Treasurer.

**Unassigned Fund Balances:** These funds are not classified in one of the above categories. These amounts are generally available for expenditure and are not restricted in any manner. The General Fund is the only fund that is able to have a positive, unassigned fund balance. All other funds shall report deficit fund balances as unassigned.

**611.03 – General Fund** – The General Fund is used to account for all financial transactions relating to the District's current operations, operating fund and is used to account for all District financial resources except those required to be classified in other funds. For fund balance calculation purposes, the general fund includes transactions accounted for in the General Fund. The General Fund includes revenues and expenditures for the Special Education Fund. The Special Education fund does not allow a fund balance at the end of a fiscal year.

**611.04 – General Fund-Fund Balance** – The Board recognizes the need for carrying an operating reserve in the Unassigned General Fund to:

1. Provide adequate working capital sufficient to meet the District's cash flow requirements;
2. Function as a safeguard to fund unanticipated expenses; and,
3. Demonstrate fiscal responsibility and maintain District bond rating.
4. The District's Unassigned General Fund balance will be maintained to provide the District with sufficient working capital and a margin of safety to address emergencies without borrowing.

Before the end of December of each year, the Business Manager shall calculate the percentage of Unassigned General Fund balance from the audit report as compared to the subsequent year's general (Fund 10) fund and special education funds (Fund 27) expenditure budgets operating expenditures excluding the special education transfer and transfers from the prior years audit report. Should the Unassigned General Fund Balance be less than 1510% of general and special education fund expenditures and transfers, the Board shall adopt a four-year plan to obtain the minimum 1510% Unassigned General Fund balance. as outlined above. ff

All unexpended funds at year end which are not included within another fund balance classification will be allocated to the Unassigned General Fund.

Two separate motions shall be required for the approval of a budgeted use an allocation from the of Unassigned General Fund Balance and then only in the event of an emergency or a combined "deficit budget" between the General (Fund 10) and Special Education Fund (Fund 27). A "deficit budget" occurs when the budgeted expenditures exceed budgeted revenues for the fiscal year and are not covered by another fund balance classification. The first motion must identify the amount of dollars to be budgeted from the Unassigned General Fund balance. to the operating budget. A

second motion must identify the purpose of the expenditure. Both motions shall be approved by a two-thirds vote of the entire Board.

~~When the Business Manager determines that budgeted expenditures are likely to exceed budgeted revenues for any District fund, the Business Manager shall present budget adjustments for Board consideration. In the event that Unassigned Fund balance will need to be used to cover the deficit during the course of a fiscal year, the Business Manager shall inform the Board Treasurer who will report this fact to the Board at its next regularly scheduled meeting. Any use of the Unassigned General Fund Balance to fund such a deficit must be approved by a two-thirds majority vote of the Board.~~

IF LANGUAGE IS DESIRED DURING THE FISCAL YEAR (Several Districts have the following)

If during the fiscal year, it appears to the Superintendent that the fund balance will be less than estimated, the Superintendent will bring forward for Board consideration recommendations that will protect the fund balances. Such recommendations will be in accordance with the requirements of the law.

The use of fund balance for recurring costs is discouraged.

For purposes of fund balance classification, expenditures are to be spent from the most restrictive fund balance first.

**Move the following section to Administrative Guidelines. The Department of Public Instructions (DPI) has frequently changed the fund descriptions in the past. This change would allow the administration to keep these aligned with DPI guidance without constantly bringing them back to policy. The descriptions are restating the Department's wording for the Board of Education and the community's information.**

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**611.05 – Special Revenue Fund Trust (Fund 21) –** The Special Revenue Trust Fund is used to account for ~~proceeds of specific, non-trust revenues of which the expenditures are limited to a specified purposes related to funds that can be used for District operations.~~ The most common source of these funds is from gifts and donations. ~~Student activity~~

funds determined to not meet the fiduciary requirements under GASB 84 may also be recorded here from private parties. The Special Revenue Trust fund balance will be classified as a Non Spendable or Restricted Fund Balance.

**611.06 – Non-Referendum Debt Service Fund (Fund 38)** – The Non-Referendum Debt Service Fund is used to account for transactions for the repayment for debt issues that were incurred without referendum approval. Repayment of principal and interest through this Fund falls within the District’s revenue cap established pursuant to State law. ~~The District uses this account to finance the District’s Wisconsin Retirement System unfunded liability.~~ The Non-Referendum Debt Service fund balance Fund will be classified as a Restricted Fund.

**611.07 – Referendum Debt Service Fund (Fund 39)** – The Referendum Debt Service Fund is used to account for transactions for the repayment of debt issues that were either authorized by Board Resolution prior to August 12, 1993 or approved by referendum. Repayment of principal and interest through this Fund falls outside of the District’s revenue cap established pursuant to State law. ~~Activity in this account is related to building construction, renovations or additions.~~ The Referendum Debt Service Fund balance will be classified as a Restricted Fund.

**611.08 – Food Service Fund (Fund 50)** – The Food Service Fund is used to account for all revenues and expenditures related to food services activities. ~~There may be no deficit in the district's Food Service Fund. Any Food Service Fund deficit resulting from student food services must be eliminated by an operating transfer from the General Fund, including the school lunch and breakfast program, milk, and catering. To the extent possible, the food service program shall be funded solely from the Food Service Fund and not from the General Fund, however, any food service deficit shall be eliminated through a transfer from the General Fund.~~

The Food Service Fund will be classified as a Non-Spendable Fund with respect to inventory and prepaid items and as a Restricted Fund for other food service programs. In certain circumstances this Fund could also have funds classified in a Committed or Assigned Fund.

**611.09 – Capital Projects Fund (Fund 40’s)** – The Capital Project Fund is used to account for the acquisition, ~~or~~ construction or improvement of capital facilities. The Capital Project Fund will be classified as a Restricted Fund.

**611.10 – Custodial Fund-Student Activity Funds (Fund 60's)** – The Student Activity Funds is used to account for custodial activity which is primarily related to pupil organizations, parent organizations, parent organizations, and certain scholarships pursuant to GASB 84. The district must not have administrative involvement with the custodial assets. ~~consist of monies raised by or for student activities and all student and parent monies handled by school personnel shall be considered Student Activity Funds. The purpose of these Funds is limited to the support or promotion of the students' extracurricular and co-curricular activities. No fund balance or deficit can exist in these Funds.~~ The Custodial fund balance will be classified as Non-spendable or Restricted Funds.

**611.11 – Private Purpose Trust Fund (Fund 72)** – The Private Purpose Trust Fund is used to account for district-controlled trusts (other than pension, OPEB, and Investment) or an equivalent arrangement in which the district itself is not a beneficiary. Benefits must be provided in accordance with the trust, and the funds must be legally protected from the creditors of the district. ~~gifts and donations specified for the benefit of private individuals and organizations not under the Board's control. Scholarships are recorded in this Fund. Cash and investments in this Fund are expended pursuant to donor specifications.~~ The Private Purpose Trust Fund will be classified as a Non-spendable Fund, Permanent Fund or Restricted Fund.

**611.12 – Employee Benefit Trust Fund (Fund 73 & 74)** – The Employee Benefit Trust Fund is used to account for resources held in trust for formally established defined benefit pension plans, defined contribution plans, or employee benefit plans. Such plans must be legally established in accordance with state statutes, and federal laws and Internal Revenue Service requirements. This Fund applies to all post-employment benefit plans where the District is providing such benefits by contribution to a legally established irrevocable trust. The Employee Benefit Trust Fund will be classified as a Restricted Fund.

**611.13 – Community Service Fund (Fund 80, 82 & 85)** – The Community Service Fund is used to account for the Oregon Swimming Pool, the Performing Arts Center, and the Community Education programs. Separate accounting designations shall be assigned to each activity within this Fund. Activity in this Fund accounts for the portion attributed to the community. The District may adopt a separate tax levy for this fund.

The Community Service Fund balance s will be classified as Restricted Funds. ~~and assigned according to the intended purpose of the funds and will be classified as either Pool Operations, Performing Arts Operations or Community education.~~

**611.14 – Cooperative Program Fund (Fund 99)** – The Cooperative Program Fund is used for all other types of cooperative instructional programs made available to other districts. No fund balance or deficit can exist in this fund.

*Legal References: Wisconsin Statutes Sections 34.05 (3) / 66.042 / 120.12 (1) / 120.16*

Adopted: October 25, 1999

Revised: December 11, 2000

January 14, 2002

July 23, 2007

July 11, 2011

October 24, 2011

August 23, 2021