

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

DATE: Monday, May 18, 2026
TIME: 5:30 P.M. - 6:30 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. None

C. New Business

1. Policy 770 - Staff-Student Communication

D. Future Business:

1. Employee Handbook 2026-27
2. 551: Employee Travel
3. 418: Online Learning
4. 814: Student Fundraising

E. Future Meeting: To Be Determined

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 FEBRUARY 25, 2026

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 (arrived at 5:39 p.m).

Other Board Members Present: None

Administrators present: Jina Jonen and Andrew Weiland

Others Present: Angela Seger, OEA President and Melinda Dorris, WEAC

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. Lokuta voted yes. Motion approved 2-0.

Ms. Wright moved to approve the January 26, 2026 minutes. Ms. Wright voted yes. Dr. Lokuta voted yes. Motion approved 2-0.

A. Public Comment: None

B. Old Business:

1. Employee Handbook 2025-26: Possible change to premium only Health Reimbursement Arrangement (HRA) Post-Retirement Benefit for Eligible Employees: Ms. Wright moved to approve moving to a Health Reimbursement Arrangement to be paid out over four years as presented for legacy employees and eight years for administrators in the equivalent amount of the administrator benefit, the legacy benefit or the non-legacy benefit of \$40,000, whichever is greater. Ms. Wright voted yes. Dr. Bush voted yes. Dr. Lokuta voted yes. Motion approved 3-0.

Dr. Bush moved that the minimum age for all HRA benefits will be age 55, including the non-legacy employees. Dr. Bush voted yes. Ms. Wright voted yes. Dr. Lokuta voted yes. Motion approved 3-0.

2. Policy 611: Financial: Dr. Bush moved to approve Policy 611 with the discussed revisions. Dr. Bush voted yes. Ms. Wright voted yes. Dr. Lokuta voted yes. Motion approved 3-0.

D. Future Business:

1. To Be Determined

E. Future Meetings: March 18, 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 7:15 p.m.

Board Policy 770: Staff and Volunteer Communications with Students

770.01 Purpose

The Board of Education recognizes that employees and volunteers serve as role models for students and are expected to maintain professional boundaries and appropriate communications with students at all times. Pursuant to Wis. Stat. §118.07(7), the Board adopts this policy governing communications between employees or volunteers, **when acting in their official capacity**, and:

- students who are enrolled in the District;
- students who are attending community education courses; and
- students participating in co-curricular activities and school-to-work programs.
- students participating in a home-based private educational program or other schools not under the control of the District.

This policy applies to communications occurring during or outside school hours and regardless of whether the communication occurs on District property, through District-owned devices, personal devices, or through electronic or social media platforms.

Hourly support staff, such as custodians, educational assistants, and food service staff, as well as third-party contractors, such as bus contractors and drivers, should not communicate with students directly outside of the school day in their official capacity unless it is expressly part of their job description or their contract, or they are approved to do so in writing by a school administrator.

770.02 Definitions

Employee: any person employed by the District or who the District contracts with for services provided to students, including substitutes, temporary staff, and contracted service providers acting on behalf of the District, including bus drivers and contractors.

Volunteer: Any individual authorized by the District to provide services or activities involving students without compensation, including classroom volunteers, chaperones, coaches and mentors.

Official capacity: Acting within the scope of the person's employment, assignment, duties, responsibilities, or authorized volunteer activities on behalf of the District.

Communication: Any exchange of information by verbal, written, electronic, or digital, including but not limited to email, text messages, messaging applications, social media, online platforms, phone calls, video conferencing, or written notes.

Grooming: a course of conduct, pattern of behavior, or series of acts with the intention to condition, seduce, solicit, lure, or entice a child for the purpose of engaging in sexual intercourse or sexual contact, or for the purpose of producing, distributing, or possessing depictions of the child engaged in sexually explicit conduct. This includes:

- Verbal comments, suggestions, or conversations of a sexual nature directed toward a student;
- Inappropriate or sexualized physical contact or attempts to initiate such contact;
- Written, electronic, or digital communications, including using text messages, emails, social media, or online platforms, to seduce, solicit, lure, or entice a student;
- Provision or promise of gifts, favors, privileges, attention, or other items of value with the intent to lower a student's inhibitions, gain trust, or create emotional dependence;
- An act intending to isolate a student or to encourage a student to separate, from family, peers, or guardians; and/or
- Use of a computer, online service, Internet service, local bulletin board service, or any device capable of electronic data storage or transmission to contact a student, a student's guardian, or any person believed by the actor to be a student or a student's guardian.

770.03 Standards for Appropriate Content

Employees and volunteers shall maintain communications with students that are professional, school-related, and age-appropriate. Appropriate communications may include, but are not limited to:

- instructional or academic matters;
- school-sponsored activities;
- co-curricular activities;
- scheduling and logistics;
- student wellness or safety concerns;
- behavior or attendance matters;
- mentorship related to educational or school-sponsored activities.

Employees and volunteers shall not engage in communications with students that is unprofessional, including communications that:

- are done outside the approved communication channels;
- are sexual, explicit, suggestive, profane, discriminatory, harassing, threatening, intimidating, or contain hate speech;
- encourage secrecy from parents, guardians, or school administrators;
- involve romantic or sexual advances;
- involve excessive personal disclosures unrelated to educational purposes;

- involve comments on a student's appearance or dress that have no legitimate school-related purpose; or
- encourage illegal conduct or violations of Board policy or school rules.

770.04 Standards for Appropriate Methods of Communication

Employees and volunteers are expected to use District-approved communication methods when communicating directly with students. Appropriate methods of communication are:

- District's email account and Google chat;
- District-approved communication application - ParentSquare;
- District-approved learning management systems, including Infinite Campus;
- Communication that is distributed to the student at school, in direct connection with a District-sponsored activity, or mailed to the student through the school to the student's current mailing address.
- Communication that is delivered to a student through the student's parent or guardian; or
- Other communication systems expressly authorized by the District in writing.

Employees and volunteers shall not:

- use disappearing or encrypted messaging applications for communications with students;
- use personal social media accounts to communicate with students;
- engage in secretive communications with students;
- use anonymous or hidden accounts to communicate with students;
- circumvent District oversight or monitoring expectations.
- Communicate, including texting, with students or parents outside of the approved communication methods as defined in this policy.

Employees and volunteers shall not initiate or accept personal social media connections with students unless the student is a family member, or the employee or volunteer have a connection with the student that is independent of their official capacity, and they have written parent/guardian permission. Employees and volunteers who currently maintain personal social media connections with students not subject to these exceptions shall discontinue those connections.

770.05 Reporting

Any employee or volunteer who becomes aware of conduct that may violate this policy shall promptly report the conduct to an administrator, supervisor, principal, or other designated District official, and comply with any mandatory reporting obligations under Wisconsin law or Title IX.

Any employee or volunteer who receives a report that alleges any of the following:

- sexual misconduct by an employee or volunteer involving a student;
- that an individual who has been convicted of a serious child sex offense has engaged in an occupation or participated in a volunteer position that requires the individual to work or interact primarily and directly with children; or
- A sex offender has intentionally captured a representation of a student without the written consent of the parent/guardian

must immediately notify the Title IX Coordinator and their school administrator. In accordance with Wisconsin law, the Title IX Coordinator and/or the administrator must notify the parent/guardian, in person or by phone, including voicemail, no later than one of the following, whichever is applicable:

- If the report is received on a school day before the end of regularly scheduled instruction, 5 p.m. on that day.
- If the report is received on a school day after the end of regularly scheduled instruction or on a day that is not a school day, by noon of the next calendar day.

Retaliation against an individual who reports concerns in good faith is prohibited, and will be subject to disciplinary consequences, up to and including termination or removal from volunteer status.

770.06 Violations and Consequences

Violations of this policy may result in disciplinary action, up to and including termination of employment or removal from volunteer status. Disciplinary measures may include:

- verbal or written reprimand;
- corrective action plans;
- suspension;
- reassignment, demotion or restriction of duties;
- non-renewal;
- termination.

The District will also refer matters to law enforcement, the Wisconsin Department of Public Instruction, or applicable licensing authorities when appropriate.

770.07 Training

Beginning with the 2026-2027 school year, the District shall annually provide employees training regarding identifying, preventing and reporting grooming behaviors and professional

boundary violations. Employees must complete the assigned training within the District's specified time period or be subject to disciplinary action, up to and including termination.

Legal References: [Section 48.981](#), [Section 115.31](#), [Section 118.07\(6\)](#), [Section 118.07\(7\)](#), [Section 948.072](#) [Section 948.072](#), [Section 948.098](#), [Section 995.55](#), [47 U.S.C. §§254\(h\) and 254\(l\)](#). [47 C.F.R. §54.520](#)

Adopted: _____, 2026