

OREGON SCHOOL DISTRICT  
BOARD OF EDUCATION  
POLICY COMMITTEE MEETING  
2026-27

DATE: August 10, 2026  
TIME: 5:15 P.M. - 6:15 P.M.  
PLACE: OHS Innovation Center Conference Room  
456 N Perry Parkway, Oregon, WI 53575 (enter through door #1)

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. 418: Online Learning

2. 551: Employee Travel

D. Future Business:

1. 814: Student Fundraising

E. Future Meeting: September 21, 2026

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 JULY 21, 2026

The regular meeting of the Policy Committee of the School Board of the Oregon School District was called to order by Heather Garrison at 5:30 p.m. at the Oregon Innovations Center Conference Room, Oregon High School, 456 N. Perry Pkwy, Oregon, WI 53575.

Committee Members Present: Heather Garrison and Matthew Ledbetter. Dr. Caleb Bush arrived at 5:37 p.m.

Other Board Members Present: Leslie Wright

Administrators present: Jina Jonen, Dr. Shannon Anderson, Heidi Walter, Jason Zurawik and Maggie Zywicki

Others Present: Angela Seger and Tracey Leider, OEA

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 Heather Garrison.

Mr. Ledbetter moved to approve the agenda as posted. Mr. Ledbetter voted yes. Ms. Garrison voted yes. Motion approved 2-0.

Mr. Ledbetter moved to approve the minutes from the June 15, 2026 meeting. Mr. Ledbetter voted yes. Ms. Garrison voted yes. Motion approved 2-0.

A. Public Comment: None

B. Old Business:

1. None

C. New Business:

1. Policy 771: Electronic Communication Policy (Cellular Phones). Discussion held. Mr. Ledbetter moved to approve the changes to policy 771 regarding personal wireless electronic devices being off and away during the school day at Oregon Middle School. Mr. Ledbetter voted yes. Dr. Bush voted yes. Ms. Garrison voted yes. Motion approved 3-0.

2. Employee Handbook 2026-27: Discussion held. Mr. Ledbetter moved to approve the Employee Handbook with the changes discussed. Mr. Ledbetter voted

yes. Dr. Bush voted yes. Ms. Garrison voted yes. Motion approved 3-0.

D. Future Business:

1. 551: Employee Travel
2. 418: Online Learning
3. 814: Student Fundraising

E. Future Meetings: August 10, 2026

F. Adjournment: Dr. Bush moved to adjourn. Mr. Ledbetter voted yes. Dr. Bush voted yes. Ms. Garrison voted yes. Motion approved 3-0. The meeting adjourned at 6: 26 p.m.

## **418: Online Learning (Working Draft)**

The Oregon School District recognizes that instruction may be delivered through a variety of methods, including online learning. Online learning opportunities support student access to curriculum and may be used to provide flexible and personalized instructional options.

The Oregon School District may offer online learning opportunities to students in accordance with state and federal law and Oregon School District standards. Any online instruction provided or approved by the District shall:

- Align with the Oregon School District's curriculum and instructional goals;
- Meet applicable academic standards and requirements; and
- Be delivered by appropriately Wisconsin licensed instructional staff as required by law.

Participation in online learning opportunities as well as in-person learning shall be subject to Oregon School District and/or the student's IEP or 504 plan. Students must meet the prerequisites for in-person and/or online learning courses and there must be space available in the in-person or online course.

The Oregon School District shall ensure that student progress in online learning is monitored and that students are assessed in a manner consistent with District practices and legal requirements.

The Oregon School District shall strive to ensure equitable access to online learning opportunities for all enrolled resident students. Students who are open enrolled may only participate in online learning while in a school building during regular school hours pursuant to the Wisconsin Department of Public Instruction (DPI) rules and regulations. Students who are residents and are registered with the DPI in a home-schooled program may take up to two courses per semester online subject to the same requirements as other resident students.

## **418: Online Learning Administrative Guidelines**

### **1. Program Overview**

The Oregon School District may offer online learning opportunities for students in grades 4K–12, including full-time and blended models. Online learning is intended to support flexible, personalized access to District curriculum and instructional opportunities. All students other than students who are home schooled must be enrolled full-time in the District.

### **2. Eligibility and Enrollment**

Students must apply to participate in online learning during designated enrollment periods unless otherwise approved, which is generally prior to the start of a semester and up to two (2) weeks

after the semester begins. Students requesting enrollment beyond the two-week window must provide a written note by the student's medical professional for consideration.

Approval for participation other than when the decision is made by the student's IEP team, will be made by the Online Learning Coordinator. Should the parent/guardian disagree with the Online Learning Coordinator, the decision may be appealed to the building principal in writing within five school days. The building principals' decision shall be final.

## **Grade-Level Options**

### **Grades 4K–6**

Online instruction will be available for English language arts, mathematics, science, and social studies. Resident students may participate in full-time remote online instruction with the option to take up to two rotation courses per semester in-person at the school designated by the District. Students may not participate in part-time remote online instruction during the school year.

Students may take orchestra in-person starting in grade 4, and band and choir starting in grade 5.

### **Grades 7–8**

Online instruction will be available for English language arts, mathematics, science, and social studies plus one elective. Resident students may participate in full-time remote online instruction with the option to take up to two rotation courses per semester in-person at the Oregon Middle School. Students may not participate in part-time remote online instruction during the school year.

### **Grades 9-12**

Students may participate in online learning or blended learning options.

Students who are new to online learning should begin with a limited number of courses, as recommended by District staff. Student course selections must be commensurate with the courses at the school in which they are enrolled.

## **3. Student Participation and Access**

Online students may participate in co-curricular activities, consistent with District offerings and eligibility requirements. Online students may participate in field trips offered in the courses they are enrolled in. Full-time online students may not participate in general school field trips.

Transportation will not be provided for the specific course(s) unless pursuant to the student's IEP.

#### **4. Instruction and Support**

Students will have access to appropriately licensed teachers.

Teachers are responsible for:

- Monitoring student progress
- Providing timely feedback
- Communicating regularly with students and families
- Grading all summative written assignments

Each online course will include appropriate instructional and academic support.

#### **5. Technology**

Online learning requires consistent access to a computer and internet connection.

Families are responsible for providing internet access at home unless otherwise approved by the District.

The Oregon School District will provide access to necessary technology on school premises.

Students are expected to use District-issued technology while completing assigned coursework.

#### **6. Attendance and Engagement**

Students are expected to engage regularly in online coursework, including:

- Logging into the learning platform
- Completing assignments and assessments
- Communicating with teachers
- Consistently checking and responding to email

Students who fail to engage for an extended period without a valid excuse may be subject to truancy procedures and withdrawal from online courses.

#### **7. Assessment and Grading**

Students participating in online learning must also participate in required assessments, including:

- State assessments (administered on school premises or at the Oregon Public Library)
- District assessments, including reading and math benchmarking (administered on school premises or at the Oregon Public Library)

## **Grades 4K–8**

Progress is reported using the District's standards-based scale:

- 4 – Exemplary
- 3 – Proficient
- 2 – Progressing
- 1 – Not Yet Meeting Standard

## **Grades 9–12**

Student learning is assessed through assignments, discussions, quizzes, tests, presentations, projects, and exams.

Grades are based on points earned and are recorded on official transcripts.

The Oregon High School grading scale applies to all applicable coursework.

## **8. Course Completion and Credit**

### **Grades 4K–8**

Advancement is based on demonstrated progress and evidence of learning.

### **Grades 9–12**

Credit is earned on a semester basis, with most courses awarding 0.5 credit per semester.

Advancement and credit decisions remain subject to administrative approval.

## **9. Fees and Withdrawal**

The Oregon School District may pay for approved online courses.

Students and families may be required to reimburse the District for:

- Courses not completed
- Courses dropped outside approved timelines

Course withdrawals after the initial enrollment period require administrative approval.

## **10. Student Conduct and Academic Integrity**

Students must submit original work and follow District expectations regarding academic honesty and responsible technology use.

Prohibited conduct includes, but is not limited to:

- Plagiarism
- Cheating
- Misuse of instructional resources and technology including Artificial Intelligence platforms

Violations may result in:

- Loss of credit
- Removal from the course
- Disciplinary action consistent with District policy including but not limited to prohibiting future online coursework

## **11. Online Instructor Expectations**

Online instructors will:

- Support student learning within the online platform
- Communicate regularly with students and families
- Monitor attendance and engagement
- Evaluate student work and assign grades
- Maintain timely communication regarding student progress and concerns

## 551: Employee Work-Related Travel and Expenses (WORKING DRAFT)

551.01 The School Board understands that employees may incur reasonable, work-related expenses in the course of their job duties, such as when attending professional development conferences, supervising co-curricular events, attending work-related meetings, or other events. The Board authorizes the payment or reimbursement for certain work-related expenses that an employee incurs if the expense meets the following criteria:

551.01.1 The expense is reasonably necessary, it complies with this policy and guidelines, and does not materially conflict with other Board policies or District guidelines and procedures.

551.01.2 The employee obtained advance approval from the District to incur the expense, either generally, such as when on approved travel, or specifically, such as by policy, by contract, or by an authorized supervisor. The Board authorizes the District Administrator or Executive Director of Business Services to grant an exception to the advance-approval requirement where the employee demonstrates that there is sufficient cause for an exception and the expense otherwise clearly qualifies for reimbursement.

551.01.3 The amount of the reimbursement shall not exceed the lesser of the actual expense incurred or the maximum reimbursement amount established by the District for the expense, if any.

551.01.4 District-issued credit cards are to be used for reimbursable work-related expenses only.

551.01.5 Employees must provide legible copies of itemized receipts. The Board authorizes the District Administrator or Executive Director of Business Services to grant an exception to the receipt requirement where the employee demonstrates that there is sufficient cause for an exception and the expense otherwise clearly qualifies for reimbursement.

551.02 Should the expense not meet the above criteria, the employee will be personally liable for the expense.

## 551: Employee Expenses Administrative Guidelines

### **551.03 Meals**

Meals will be reimbursed for the employee only when attending a professional development conference or other work-related event in which an overnight stay or when travel outside the District is required.

The amount spent on meals should be reasonable. The [Per diem rates | U.S. General Services Administration](#) should be referenced for reasonable amounts based on the location of the work-related event.

Tips shall be reimbursed at no more than 20% of the total meal.

No alcoholic beverages will be reimbursed.

Food and beverages are limited to breakfast, lunch and dinner when the conference/convention does not provide the meal(s). Additional snacks and beverages are not reimbursable.

#### **551.04 Lodging**

The District will pay for lodging if a professional development conference or other work-related event is more than one day in duration or requires staff to leave prior to 6:00 AM or return after 7:30 P.M.

Lodging shall be paid at no higher than the rate for the hotel hosting the conference or convention.

Lodging will be paid for work related events that are at least 50 miles from the District. Reimbursements for lodging within 50 miles will be considered on a case to case basis and approved by the administrator whose budget is paying for the conference/convention.

The District will provide lodging for the cost of a single occupancy only. If additional costs are incurred by additional adults or children in the room, the employee is responsible for those costs.

#### **551.05 Personal Cars**

Mileage will be reimbursed at the applicable IRS business mileage rate. Mileage is reimbursed from the employee's home school or home to the destination, whichever is a shorter distance, subject to federal and state law.

Mileage is not reimbursed from the employee's home to worksite. Employees who have assignments in multiple buildings will be reimbursed for mileage between the buildings for work-related business during the employee's approved work day.

Tickets for traffic violations, such as speeding or parking tickets, are not reimbursable. Employees may be liable for expenses, injuries or damages to persons or property that occur from accidents, subject to worker's compensation.

#### **551.06 Transportation**

Costs for transportation (such rental cars, public transportation, taxis, rideshares, airfare, baggage, tolls and parking ) necessary for a staff member to attend a professional development conference or other work-related event shall be reimbursed. Employees should minimize costs and use the most economical means of transportation.

When obtaining a rental car or rideshare (Uber, Lyft) for district use, a vehicle no higher than the “standard” level to accommodate all passengers should be reserved. Detailed receipts must be submitted with the Expense Reimbursement Request.

Taxi, ride shares, or public transportation expenses are reimbursable for trips to and from a professional development conference or other work-related event destination only.

Tips shall be reimbursed at no more than 20% of the total fare.

Tickets for traffic violations, such as speeding or parking tickets, while driving a rental car for business purposes are not reimbursable. Employees may be liable for expenses, injuries or damages to persons or property that occur from accidents, subject to worker’s compensation.

#### **551.07 Air Transportation**

The use of airline transportation and the estimated cost must be approved by the employee’s direct supervisor prior to purchase. The District will generally pay for economy airfare with one checked bag and typical seat assignments. Extras such as in-flight wi-fi, additional checked luggage, drinks/snacks, or seat upgrade are the responsibility of the employee.

Each reservation must be evaluated for low fare alternatives and savings. The lowest fare possible should be chosen even if it involves a connecting flight compared to a direct or nonstop flight, unless approved in advance by the employee’s direct supervisor.

Employees may retain any frequent flyer benefits offered by airlines. However, at no time should a cost efficient travel plan be altered to receive these benefits.

#### **551.08 Parking**

Parking from time spent at a professional development conference or other work-related event will be reimbursed. Parking to attend events for personal reasons shall be at the expense of the employee.