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*Commitment, Excellence, Community*

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**PLEASANT HILL SCHOOL DISTRICT NO. 1  
REGULAR SCHOOL BOARD MEETING MINUTES  
Monday, January 12, 2026; 7:00 p.m.; Pleasant Hill Community Center**

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**1. CALL TO ORDER**

Board Chair Drew Gottfried called the January 12, 2026 board meeting to order at 7:00 p.m. with the Pledge of Allegiance. Board members present were Jennifer Woodland and Stephen Hammond. Others present were Superintendent Jim Crist, Business Manager Sheri Longobardo, Special Education Director Whitney Connolly, Elementary School Principal Brenna Fairchild, Middle/High School Principal Chris Reiersgaard, High School Assistant Principal/Athletic Director Alan Stearns, Middle School Assistant Principal Caleb Salmond and Board Secretary Kimberly Silbernagel.

Stephen Hammond read the mission statement.

**2. CHANGES OR ADDITIONS TO THE AGENDA**

There were no changes or additions.

**3. PRESENTATIONS**

3.1 School Counselor Week Proclamation, February 2-6, 2026 (Resolution 2526.89)  
Board Chair Drew Gottfried read the proclamation.

3.2 School Board Appreciation Month (Resolution 2526.90)  
Superintendent Crist read the proclamation.

**4. PUBLIC FORUM**

- Mali Howell addressed the board regarding the high school principal hiring process.

**5. ACTION ITEMS**

5.1 Approve December 15, 2025 Regular Board Meeting Minutes (Exhibit 2526.91)

*Jennifer Woodland moved to approve 5.1 December 15, 2025 Regular Board Meeting Minutes. Stephen Hammond seconded the motion. The motion passed 3-0.*

*Oldham – Absent   Gottfried – Yes   Woodland – Yes   Rexius – Absent   Hammond – Yes*

5.2 Accept 2<sup>nd</sup> Quarter Enrollment Report – Ending December 31, 2025 (Exhibit 2526.92)  
Superintendent Crist reported that the district has increased enrollment from the 2024-25 school year.

*Stephen Hammond moved to accept 5.2 2<sup>nd</sup> Quarter Enrollment Report. Jennifer Woodland seconded the motion. The motion passed 3-0.*

**Oldham – Absent   Gottfried – Yes   Woodland – Yes   Rexius – Absent   Hammond – Yes**

5.3 Accept 2<sup>nd</sup> Quarter Financial Report – Ending December 31, 2025 (Exhibit 2526.93)

Business Manager Sheri Longobardo reviewed the financial report for the 2<sup>nd</sup> Quarter, ending December 31, 2025. The quarterly reports included a general fund summary, cash and investment report and the reserve and special revenue funds. The 2024-25 financial audit is complete and Kori Sarrett from Accuity is here tonight to present the audit report.

**Jennifer Woodland moved to accept 5.3 2<sup>nd</sup> Quarter Financial Report. Stephen Hammond seconded the motion. The motion passed 3-0.**

**Oldham – Absent   Gottfried – Yes   Woodland – Yes   Rexius – Absent   Hammond – Yes**

5.4 Accept IPM Report (Resolution 2526.94)

Superintendent Crist reviewed the 2025 IPM Report.

**Stephen Hammond moved to accept 5.4 IPM Report. Jennifer Woodland seconded the motion. The motion passed 3-0.**

**Oldham – Absent   Gottfried – Yes   Woodland – Yes   Rexius – Absent   Hammond – Yes**

5.5 Approve 2025-27 Local Service Plan – Year Two (Exhibit 2526.95)

**Jennifer Woodland moved to approve 5.5 2025-27 Local Service Plan – Year Two. Stephen Hammond seconded the motion. The motion passed 3-0.**

**Oldham – Absent   Gottfried – Yes   Woodland – Yes   Rexius – Absent   Hammond – Yes**

5.6 Accept Annual Financial Audit (Exhibit 2526.96)

Kori Sarrett, CPA from Accuity, LLC presented the Board with the financial findings for year ending June 30, 2025.

There was one journal entry that needed to be recorded differently then Sheri Longobardo was originally instructed to do by Accuity. This has been corrected.

There was one finding in this year's audit.

Finding Title: Unrecorded accounts payable item

Type of Finding: Significant Deficiency

Criteria: Cutoff procedures should be operating as designed in order to capture all expenses in the proper period and to record proper accounts payable balances at year end.

Condition: During our audit, we noted a material invoice that was not recorded into the fiscal year 2024-25 accounting records, but related to work done prior to June 30, 2025.

Cause of Condition: Inadvertent oversight

Potential Effect of Condition: Expenditures being recorded in the improper period and understated accounts payable balances.

Prevalence: Isolated

Recommendation: We recommend a review and update of the year-end close process to ensure all payable items will be recorded into the correct period.

The district has a healthy general fund balance of \$8.66 million.

Oregon requires that the auditors look at budget compliance, the district's insurance and if public contracting is done correctly.

The full audit report can be found on the district website: [District Financial Report for year Ending June 30, 2025.](#)

***Jennifer Woodland move that the Board accept the 2024–2025 Annual Financial Audit and adopt the District's Corrective Action Plan to remediate the unrecorded accounts payable audit finding, in accordance with requirements of the Oregon Secretary of State. Stephen Hammond seconded the motion. The motion passed 3-0.***

***Oldham – Absent   Gottfried – Yes   Woodland – Yes   Rexius – Absent   Hammond – Yes***

5.7 Approve Personnel Report (Resolution 2526.97)

Alan Stearns has been selected for the Middle/High School Principal position beginning July 1, 2026.

***Jennifer Woodland moved to approve 5.7 Personnel Report. Stephen Hammond seconded the motion. The motion passed 2-1. 2/19/26 Correction: Did not pass.***

***Oldham – Absent   Gottfried – Yes   Woodland – No   Rexius – Absent   Hammond – Yes***

## **6. BOARD DISCUSSION**

The February 9, 2026 Regular Board Meeting, if needed, has been canceled. The March 9, 2026 Board Work Session will now be a Regular Board Meeting and the March 23, 2026 Regular Board Meeting has been canceled.

## **7. REPORTS AND INFORMATION**

### **7.1 Superintendent**

Superintendent Crist shared that the turf is ready for installation on the softball field. The Studer parent survey went out to families today. Studer will collect and aggregate the results and share them with district leadership. The gym seismic project design is 90% done. Project construction will open for bids on February 9, 2026.

## **8. BOARD COMMUNICATION**

### **8.1 Calendar of Events**

Superintendent Crist reviewed the upcoming events happening in the district.


## **9. OTHER BUSINESS**

There was no other business.

**10. NEXT MEETING**

- Regular Board Meeting – February 23, 2026; 7:00 p.m.; Pleasant Hill Community Center

**11. ADJOURNMENT – 7:34 p.m.**

Signed: , this 9<sup>th</sup> day of February, 2026  
Drew Gottfried, Board Chair