

Satsop School District NO. 104
PO Box 96
Satsop, Washington 98583
Minutes
August 17th, 2026

CALL TO ORDER:

Kim Russell called the meeting to order at 6:33pm. Declaration of quorum.
Meeting was audio recorded per WA State RCW 42.30.035.

MEMBERS PRESENT:

Kim Russell, Darlene Reynolds, Terri Carl, Tiffany Osgood and Beth Heller.
Patrisha Werdahl and Dawn Siemiller were excused.

PUBLIC PRESENT:

Sarah Protheroe and Adam Wilson.

Approve the July 17th, 2026 Board Meeting Minutes. A motion was made by Beth Heller to approve the minutes for the afore mentioned meeting. Darlene Reynolds seconded the motion. Motion carried. Vote was unanimous.

PUBLIC COMMENT: None

CORRESPONDENCE: None

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REPORTS:

1. Modernization Grant/Construction Update: Adam Wilson from Rock Project Management shared that we have now received a Certificate of Occupancy for the new construction part of our project. He shared that there are two more things to do with regards to the water system, which include the installation of the tank valve. This installation should take place on Wednesday and it is later than first hoped because the price tag to expedite was \$25,000. Adam also shared that the topsoil has begun being delivered today and they hope to spread it on Friday and finish up on Monday. There are also two punch list items he is pushing to get completed in the main building which include the carpet thresholds and the keying of the doors. The driveway was also discussed. Adam displayed a drawing for a proposal to fix the parking lot. A paved walkway would be poured and wheel-stops moved back to allow for more room in the driveway. He has already started conversations with someone locally who may be able to do the work. There is a budgeted allowance for this work. Adam discussed the total project budget and he thinks it's looking good based on discussions and talks that had taken place with the contractor and other parties involved with the project. Some negotiations are still in the works because of the shortcomings that have taken place during this project.
2. New School Sign Donation and Plans for Old Sign: Tiffany thanked Hannah and Taylor Zepp (Zepp Construction) for the commissioning and installation of the new Satsop School sign on display in front of the school building. This sign replaces the old sign that had been on display for decades, but the old sign is going to be fixed and still displayed on the property.
3. Board Member Emails: Tiffany shared that Micah Jump created new emails for Satsop board members that will now be used for school communication and gave those emails to each board member. It was also mentioned that the old and new emails would be used for a month or two to help ease the transition.

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ACTION ITEMS:

1. Approval of the following policies and procedures:

#3411 Seizures

#3412 AED's

#3422 Concussions/Head Injuries

#3425 Accommodating for Adrenal Insufficiency

A motion was made by Terri Carl to approve said policies and procedures. The motion was seconded by Darlene Reynolds. Motion carried. Vote was unanimous.

AUTHORIZATION OF BILLS AND VOUCHERS:

A motion was made by Terri Carl to approve the following vouchers. Beth Heller seconded the motion. Motion carried. Vote was unanimous.

"The following vouchers as audited and certified by the auditing officer, as required by RCW 42.24.080, and those expense reimbursement claims certified, as required by RCW 42.24.090, are approved for payment. In addition, payroll warrants in the amount of \$0.00 are also approved. Payroll in the amount of \$62,301.83 with ACH in the amount of \$42,610.67 and Benefits in the amount of \$24,149.41 are also approved.

General Fund: Total \$33,841.26 – Voucher #'s 293195-215

Capital Projects Fund: \$71,246.72 – Voucher #'s 293191-194

ASB Fund: \$805.06 – Voucher #'s 293190

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REPORTS:

1. Enrollment for August is 0.

ADJOURNMENT:

Meeting adjourned at 7:07pm

RECORDING:

The recording of this meeting will be held at the district for 1 year and is accessible to the public upon a public records request. Please contact Dawn Siemiller, Business Manager at dsiemiller@satsopschool.org for more information.

SATSOP SCHOOL DISTRICT BOARD

Patrishia Werdahl, Chairperson

Terri Carl

Kim Russell, Vice Chairperson

Darlene Reynolds

Tiffany Osgood, Board Secretary

Beth Heller