

Satsop School District NO. 104
PO Box 96
Satsop, Washington 98583
Minutes
November 17th, 2025

CALL TO ORDER:

Darlene Reynolds called the meeting to order at 6:34pm. Declaration of quorum.
Meeting was audio recorded per WA State RCW 42.30.035.

MEMBERS PRESENT:

Tiffany Osgood, Darlene Reynolds, Shawna Williams, Kim Russell and Terri Carl. Patrisha Werdahl attended by phone.

PUBLIC PRESENT:

Sarah Protheroe, Dawn Siemiller, Beth Heller and Adam Wilson

Approve the October 20th, 2025 and Special November 3rd, 2025 Board Meeting Minutes. A motion was made by Shawna Williams to approve the minutes for the aforementioned meetings. Kim Russell seconded the motion. Motion carried. Vote was unanimous.

PUBLIC COMMENT: None

CORRESPONDENCE: None

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PRESENTATIONS FROM SATSOP SCHOOL MEMBERS:

1. Modernization Grant/Construction Update: Adam Wilson from Rock Project Management gave an update on the construction progress. He reported that the main school house is 98% complete and they are working on the finishing touches. The main building has new floors, light fixtures, toiletries and cabinet work completed. Final inspection is coming soon and we plan to occupy the school on January 5th after winter break. He also said the playground was taken down, re-certified and put back up in the new designated playground area. Paving will take place on Wednesday November 19th. We are nearing the end!
2. Tiffany Osgood shared an update on the plans for our designated “packing up” week. She has arranged 2 Hands on Children’s Museum field trips and 1 field trip to the Seattle Aquarium. All 3 are fully funded. There will also be 2 movie days. One movie day will be held at the school and the other one will be at Capital Mall Theatre where the school has rented a theatre for the whole school to see Zootopia II. Teachers and staff will be packing while the field trips are being held.
3. Tiffany Osgood said that conference week was a great success! She estimates that 95% or better were in attendance.
4. It was announced that the Winter Concert will be held on December 3rd, 2025.
5. Tiffany Osgood also shared that the YMCA is offering swimming lessons again in January and February of 2026.

ACTION ITEMS:

1. The board appointed a new Chair, Patrisha Werdahl. Shawna Williams made a motion to appoint Patrisha Werdahl as Chair. Kim Russell seconded the motion. The vote was unanimous. Motion carried.
2. The board appointed a new Vice Chair, Kim Russell. Terri Carl made a motion to appoint Kim Russell as Vice Chair. Shawna Williams seconded the motion. The vote was unanimous. Motion carried.

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3. The board approved moving our regularly scheduled board meetings in January and February, 2026 to Wednesday January 21st, 2026 and Wednesday February 18th, 2026 due to the holidays. A motion was made by Terri Carl to approve changing the meeting dates to the afore stated dates. The motion was seconded by Shawna Williams. The vote was unanimous. Motion carried.
4. Approval of Resolution #213 EP & O Levy for February 2026 election. Kim Russell made a motion to approve the afore mentioned resolution. Terri Carl seconded the motion. Vote was unanimous. Motion carried.

AUTHORIZATION OF BILLS AND VOUCHERS:

A motion was made by Terri Carl to approve the following vouchers. Shawna Williams 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 \$62,285.70 and ACH in the amount of \$42,855.06 and Benefits in the amount of \$24,228.99 are also approved.

General Fund:

Voucher numbers #292895, 897, 899, 902-909 and 912-919 totaling \$33,676.54

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Capital Projects Fund:

Voucher number #292896, 900, 901, 910, 911, and 920 totaling \$573,005.93

ASB Fund:

Voucher number #292898 and 915 totaling \$3,181.82

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Payroll Warrants: NONE

REPORTS:

1. Enrollment for September is 70.

ADJOURNMENT:

Meeting adjourned at 7:08pm

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

Darlene Reynolds, Chairperson

Terri Carl

Patrisha Werdahl, Vice Chairperson

Kim Russell

Tiffany Osgood, Board Secretary

Shawna Williams