

**Satsop School District NO. 104**  
**PO Box 96**  
**Satsop, Washington 98583**  
**Minutes**  
**November 20th, 2023**

**CALL TO ORDER:**

Kim Russell called the meeting to order at 6:34pm. Declaration of quorum.

**MEMBERS PRESENT:**

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

**PUBLIC PRESENT:**

Dina Valentine, Corrine Ahlquist, Sarah Protheroe, Teresa Hann

Approve the October 16<sup>th</sup> and November 6<sup>th</sup>, 2023 Board Meeting Minutes. A motion was made by Shawna Williams to approve the minutes for both afore mentioned meetings. Darlene Reynolds seconded the motion. Motion carried. Vote was unanimous.

**PUBLIC COMMENT:**

1. Tiffany Osgood asked to be excused from the December 2023 board meeting as she will be out of town.

**CORRESPONDENCE:**

1. Tiffany Osgood shared the USIP letter that the district was given explaining the reasons for their rate increase.

**Satsop School District NO. 104**  
**PO Box 96**  
**Satsop, Washington 98583**  
**Minutes**

**PRESENTATIONS FROM AUDIENCE:**

1. Tiffany Osgood shared that she had been attending a safety planning class through ESD 113 that has been occurring every other week since September 2023. This class is helping to provide a framework for a school wide safety plan, evaluation tool and a resource at the ESD who can help answer future questions
2. Tiffany Osgood shared about recent school events:
  - The Harvest Carnival was successful and had the addition of a sensory table. It was enjoyed by both parents and students alike.
  - The Veterans Day assembly included sharing from an active military member, Lindsey Felker.
  - Students were treated to the performance of Pinocchio. This was put on by the Traveling Lantern Theatre Company.
3. Tiffany Osgood shared that a committee had been formed to evaluate the four SOQ's that have been submitted to the district in interest of becoming the project manager for the Rural Modernization Grant Project. The committee includes Tiffany Osgood, Dawn Siemiller, Travis Vessey, Sarah Protheroe, Vincent Reese and Dina Valentine. The committee narrowed the companies down from four to two. Tiffany and Dawn are going to meet with each of the final two companies on 11-27-23 to ask further questions and get clarification to help determine which company will be selected.
4. Tiffany Osgood shared calculations on a spreadsheet that had been created for classified staff which included the positions of paraeducator, custodian and business manager. It was stated that these documents would be a starting place for future decision making that would apply to next years budget planning. There is a need for more research and calculations to be done to help determine the amount of funds that will need to be allocated to increases such as this.

**ACTION ITEMS:**

**Satsop School District NO. 104**  
**PO Box 96**  
**Satsop, Washington 98583**  
**Minutes**

1. Approval of appointing a new board chair. Shawna Williams made a motion to nominate Terri Carl to the board chair position. Darlene Reynolds seconded the motion. Motion carried. Vote was unanimous.
2. Approval of appointing a new vice chair. Terri Carl made a motion to nominate Darlene Reynolds to the board vice chair position. Shawna Williams seconded the motion. Motion carried. Vote was unanimous.
3. Approval of the Levy Resolution for the February 2023 election. A motion was made by Patrisha Werdahl to approve the Levy Resolution. The motion was seconded by Darlene Reynolds. Motion carried. Vote was unanimous.
4. Approval of the letter of resignation by Teresa Hann whose last day will be December 8<sup>th</sup>, 2023. Patrisha Werdahl made a motion to accept Teresa's resignation. The motion was seconded by Terri Carl. Motion carried. Vote was unanimous.

**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.

General Vouchers	#292199-292212	\$ 9,408.92
Payroll #3	2023-2024	\$ 52,495.21
Benefits	2023-2024	\$ 21,891.13
Capital Projects		\$
ASB	#292197-198	\$ 1,427.15

**REPORTS:**

1. Enrollment for November is 58.

**ADJOURNMENT:**

Meeting adjourned at 7:15pm

**Satsop School District NO. 104**  
**PO Box 96**  
**Satsop, Washington 98583**  
**Minutes**

SATSOP SCHOOL DISTRICT BOARD

---

Kim Russell, Chairperson

---

Darlene Reynolds

---

Patrisha Werdahl, Vice Chairperson

---

Terri Carl

---

Tiffany Osgood, Board Secretary

---

Shawna Williams