

**Satsop School District NO. 104**  
**PO Box 96**  
**Satsop, Washington 98583**  
**Minutes**  
**December 15th, 2025**

**CALL TO ORDER:**

Patrisha Werdahl called the meeting to order at 6:35pm. Declaration of quorum.  
Meeting was audio recorded per WA State RCW 42.30.035.

**MEMBERS PRESENT:**

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

**PUBLIC PRESENT:**

Sarah Protheroe, Dawn Siemiller, Beth Heller and Adam Wilson

Approve the November 17th, 2025 Board Meeting Minutes. A motion was made by Shawna Williams to approve the minutes for the afore mentioned 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 shared that there has been significant progress made on the completion of the school house. They are in the final sign off and inspection stages. The new fire alarm system has been completed and passed inspection. The construction team started moving contents from the temporary school into the newly remodeled school this week. The plan is to open school in our “home” school on January 5<sup>th</sup> for all students and staff. We are anticipating the new gym will be completed by the end of February.
2. Kim Russell reported on the WSSDA annual meeting she recently attended. She shared an online required ethics training with the board that can be done virtually and is held in March. The hope is that all board members can attend this training.
3. Tiffany Osgood shared there is a family who wanted to know if we need any fencing at our “home” school site. This family is willing to pay for this if it is determined it’s needed. We will be looking into this opportunity further.

**ACTION ITEMS:**

1. The board took an oath of office sworn statement for new Chair, Patrisha Werdahl who was being sworn into position #3. Shawna Williams made a motion to accept said sworn oath of office statement. Kim Russell seconded the motion. The vote was unanimous. Motion carried.
2. The board took an oath of office sworn statement for new board member Beth Heller who was being sworn into position #4. Terri Carl made a motion to accept said sworn statement. Shawna Williams seconded the motion. The vote was unanimous. Motion carried.

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**AUTHORIZATION OF BILLS AND VOUCHERS:**

A motion was made by Terri Carl to approve the following vouchers. Kim Russell 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 \$60,781.30 and ACH in the amount of \$41,834.01 and Benefits in the amount of \$23,996.19 are also approved.

**General Fund:**

Voucher numbers #292946-960 totaling \$29,176.93

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**Capital Projects Fund:**

Voucher number #292940-945 totaling \$615,057.70

**ASB Fund:**

Voucher number #292939 totaling \$463.37

**Payroll Warrants: NONE**

**REPORTS:**

1. Enrollment for December is 71.

**ADJOURNMENT: 7:00pm**

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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](mailto:dsiemiller@satsopschool.org) for more information.

**SATSOP SCHOOL DISTRICT BOARD**

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Patrisha Werdahl, Chairperson

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Terri Carl

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Kim Russell, Vice Chairperson

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Darlene Reynolds

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Tiffany Osgood, Board Secretary

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Shawna Williams