

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

CALL TO ORDER:

Darlene Reynolds called the meeting to order at 6:32pm. Declaration of quorum.
Meeting was audio recorded per WA State RCW 42.30.035.

MEMBERS PRESENT:

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

PUBLIC PRESENT:

Sarah Protheroe, Dawn Siemiller, Beth Heller and Adam Wilson

Approve the August 18th, 2025 Board Meeting Minutes. A motion was made by Shawna
Williams to approve the minutes for the afore mentioned meeting. 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 said this week is a milestone week for the project due to several things taking place. First is the slab on grade/concrete floors will be done this Friday including the new ADA ramp/steps. Next up will be laying the asphalt down for the parking lot, start working on the construction of the new gym walls and installing the water tank, pump house and fire hydrant. He also said there have been a couple of unforeseen discoveries, such as some mold and dry rot issues. The mold has been mitigated. Some of the dry rot has also been mitigated and the rest we will hold off on until the end of the project to see if there are funds left in the budget to mitigate. If not, we will look for other funding, such as the Urgent Repair grant, to help fund the mitigation cost to repair the rest of the dry rot in the future.
2. Tiffany Osgood informed us that our new insurance company, WSRMP is requiring us to run MVR's on all parent volunteers. We will implement this process starting this 25-26 school year.
3. Tiffany Osgood shared that Vincent Reese procured a new double stall metal cover for our 2 vans that are housed at the Elma School District. She showed us a picture of the vans under the new cover.
4. Dawn Siemiller discussed the final ending General Fund balance for the 24-25 school year. We budgeted for an ending 24-25 fund balance of \$506,995 and our actual final ending fund balance is \$881,140.66. This is due to higher enrollment and budgeting very conservatively for revenues. Dawn also shared that we were awarded Safety Net funds of approximately \$85,000 to reimburse the district for Olympic Academy costs.

ACTION ITEMS: None for September, 2025.

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AUTHORIZATION OF BILLS AND VOUCHERS:

A motion was made by Kim Russell 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 \$74,339.90 and ACH in the amount of \$50,687.99 and Benefits in the amount of \$27,089.15 are also approved.

General Fund:

Voucher numbers #292839 through #292857 totaling \$32,899.14

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Capital Projects Fund:

Voucher number #292832 through #292838 totaling \$115,595.60

ASB Fund:

Voucher number #292830 through #292831 totaling \$355.82

Payroll Warrants: NONE

REPORTS:

1. Enrollment for September is 70.

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ADJOURNMENT:

Meeting adjourned at 7:02pm

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