

Satsop School District NO. 104
PO Box 96
Satsop, Washington 98583
Minutes
March 16th, 2026

CALL TO ORDER:

Kim Russell 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, Beth Heller, Terri Carl, Darlene Reynolds and Kim Russell.
Patrisha Werdahl was excused.

PUBLIC PRESENT:

Dawn Siemiller

Approve the February 18th, 2026 Board Meeting Minutes. A motion was made by Terri Carl to approve the minutes for the afore mentioned meeting. Beth Heller seconded the motion. Motion carried. Vote was unanimous.

PUBLIC COMMENT: None

CORRESPONDENCE: None

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PRESENTATIONS:

1. Modernization Grant/Construction Update: Adam Wilson had other obligations tonight. Tiffany Osgood shared that there has been significant progress made on the final touches of the new gym. Sound panels are going up and electrical is in progress. There have been a few issues with the plumber and should get an update on that soon. Projected occupancy continues to be after spring break if possible. It was mentioned by a board member that they saw the west gym roll up door exposed with out the barn door covers closed for protection over the weekend. We will mention this to the construction team and ask that they barn doors always be closed when the gym is not in use. Another board member asked how long we have to let the project management team know of construction issues. We will discuss this with the construction team and report back at the next meeting.
2. Tiffany Osgood shared that the school received a donation to the ASB fund of \$500 from Clyde Brown in memory of Sylvia Carlen.
3. Board Training- Kim Russell shared her experience with the "Inclusion and Diversity" class held by WSSDA. She said it was mostly bigger schools who attended, but she learned a lot.
4. Kids Heart Challenge is a program Satsop participates in that is a fundraiser used to teach our students about being good stewards and giving back to our community. 100% of the funds raised in the Kids Heart Challenge goes directly to the American Heart Association. There may be other fund raisers held this spring to boost our ASB fund. Those opportunities could include a short popcorn fundraiser, a Domino's pizza card fundraiser and Coins for Kids. We will be on track to have our big fall fundraiser again at the beginning of the 26-27 school year.

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5. Space and Usage Discussion: We have received a few inquiries about the possibility of others using/renting our new gym when it is completed. The board continued discussing what this might look like and how it could work for both our district and the community. Some of the topics discussed were as follows:

- a. **Insurance Liability-** for the District and the user/renter- **This is covered under our current WSRMP policy with no extra cost.**
- b. **Cost Estimates-**insurance, staff, supplies, equipment, clean up and other possible costs- **There is no additional insurance cost. Still looking into the other possible costs.**
- c. **Use of keypad, keycard or phone app with access codes and district control of who has access during specific times-** **This is still under discussion.**
- d. **Contracts and Forms-** exploring what our contract should look like and if other forms are needed-**We have sample forms from WSRMP we can use and edit to make them specific to our needs.**
- e. **Policies we need to adopt-** **The District already has policy 4260 and procedure 4260P in place. Both can be updated if needed.**
- f. **Copy of Elma's Fee Schedule and Use Agreement-** **We reviewed these forms and they are still being evaluated to help come up with our own fee schedule. We have a sample use agreement we can make our own from WSRMP.**
- g. **Next Steps-** **It was decided that we will move forward in making this space available to others. We would want to occupy the space for a few months prior in order to get a chance to learn all of the nuances of the space to come up with a complete and accurate plan. This discussion will continue for the next several months until we feel that we have all of the details resolved.**

Dawn & Tiffany New Research Topics-

1. **What fund will the fee income be deposited?**

ACTION ITEMS: None

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AUTHORIZATION OF BILLS AND VOUCHERS:

A motion was made by Terri Carl to approve the following vouchers. Darlene Reynolds 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 \$59,921.87 with ACH in the amount of \$41,015.69 and Benefits in the amount of \$24,196.34 are also approved.

General Fund: Total \$31,327.96 – Voucher #'s 293037-050

Capital Projects Fund: \$256,622.80 – Voucher #'s 293033-36

ASB Fund: \$369.42 – Voucher #'s 293032

REPORTS:

1. Enrollment for February is 72.

ADJOURNMENT:

Meeting adjourned at 7:08pm

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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

Patrisha Werdahl, Chairperson

Terri Carl

Kim Russell, Vice Chairperson

Darlene Reynolds

Tiffany Osgood, Board Secretary

Beth Heller