

**Satsop School District NO. 104**  
**PO Box 96**  
**Satsop, Washington 98583**  
**Minutes**  
**September 21st, 2026**

**CALL TO ORDER:**

Patrisha Werdahl called the meeting to order at 6:33pm. Declaration of quorum.  
Meeting was audio recorded per WA State RCW 42.30.035.

**MEMBERS PRESENT:**

Kim Russell, Beth Heller, Patrisha Werdahl, Tiffany Osgood and Dawn Siemiller were present. Darlene Reynolds and Terri Carl were absent.

**PUBLIC PRESENT:**

Adam Wilson.

Approve the August 17th, 2026 Board Meeting Minutes. A motion was made by Beth Heller to approve the minutes for the afore mentioned meeting. Kim Russell seconded the motion. Motion carried. Vote was unanimous.

**PUBLIC COMMENT:** None

**CORRESPONDENCE:** None

**REPORTS:**

1. Modernization Grant/Construction Update: Adam Wilson from Rock Project Management shared some of the accomplishments that have been made recently, including the field being hydroseeded with a temporary watering system in place, repaving and striping in the parking lot, landscaping, and many other miscellaneous items were completed from the punch list by Rod Fredrickson, who is onsite daily. We now have 100% final approval from all jurisdictions.

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Some of the items still being worked on include several plumbing and electrical repairs and revisions, the re-keying of all buildings, lighting adjustments, installation of the new kiln, a new security camera installed and adjustment of the existing cameras. Adam also shared that there is some ongoing legal communication involved between Christenson's lawyer and ROCK Project Management due to the lack of project progression and negligence with following the original design plans. This communication was instigated with the intent to expedite getting the project back on a timely schedule and to seek an agreed solution between both parties. Adam will give an update on the legal correspondence at the next meeting. Adam stated that there is a one year general warranty for all of the basic scopes of work that this project entails.

2. Tiffany Osgood shared that this was the BEST "return to school" in many years. Everything went smoothly with no hiccups.
3. Book Fair: Great sales this year! This is not a typical fundraiser. Instead of earning a profit to boost our ASB fund, we obtain a credit that is used to purchase books for the school library and classrooms.
4. Open House: Very well attended. Families were able to view the new gym along with other new spaces from the modernization project. There were many positive comments and reactions.
5. Believe Kids Fundraiser: This wasn't held last year, but will be held this year starting on September 25<sup>th</sup> and will run through October 9<sup>th</sup>. The funds earned will be used to boost our ASB fund balance.
6. School Safety Plan: Tiffany Osgood and the districts Safety Chair, Katherine Browning have been working on a new safety plan. The first draft of the plan was sent to ESD #113 for review and came back with a comment that our plan is one of the best that they have seen written! Tiffany and Katherine are still making edits to the plan and it is an ongoing back and forth with ESD #113 while they work to get the plan to be the best it can be for our school.
7. Bid Ideas and Goals: Tiffany Osgood shared a T-Pep document that shows the state breakdown for areas of focus during teacher evaluations. She shared area

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6 was the focus of this school year. This area looks at making decisions informed by data. She also shared that teachers make their own personal goals for the year.

8. Final Ending Fund Balance for 25-26 School Year: Dawn Siemiller shared that our final ending fund balance is \$944,645.28. This is significantly higher than the budgeted expected ending fund balance of \$546,756.00. Some of the reasons for such a strong ending fund balance include higher than budgeted regular and special education enrollment, higher levy dollars by using the OSPI recommended increases, which also allows for greater OSPI fiscal contributions, careful HR budgeting including buffers for possible new hires and cash outs, and a closely analyzed spending and tracking system.

ACTION ITEMS: None for September

AUTHORIZATION OF BILLS AND VOUCHERS:

A motion was made by Kim Russell to approve the following vouchers. Beth Heller 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 \$78,338.33

with ACH in the amount of \$53,536.90 and Benefits in the amount of \$27,549.69 are also approved.

General Fund: Total \$34,527.17 – Voucher #'s 293230-251

Capital Projects Fund: \$56,792.42 – Voucher #'s 293227-229

ASB Fund: \$695.77 – Voucher #'s 293225-226

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**REPORTS:**

1. Enrollment for September is 68.

**ADJOURNMENT:**

Meeting adjourned at 7:39pm

**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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Patrishia 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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Beth Heller