SEASIDE SCHOOL DISTRICT 10

2600 Spruce Drive, Suite 100, Seaside, Oregon 97138

2025-2026 Board of Directors
Board Chair: Shannon Swedenborg
Board Vice-Chair: Katherine Davidson
Board Members: Sondra Gomez, Jason Haag,
Chuck Mattocks, Coral Sadler and Brian Taylor

Superintendent: Susan Penrod

Superintendent Search Committee Meeting

Tuesday, March 31, 2026 at 5:00 PM
Location: School District Office and Virtual for the Public
2600 Spruce Drive
Suite 100
Seaside, OR 97138

Meetings may be held in-person only, virtual only, or most commonly, in-person with an option to join virtually. Please check the location above for the specifics of this meeting. Information regarding virtual meeting access is available on our website Meetings page - https://www.seaside.k12.or.us/meetings.

An opportunity for public comment is generally included in meeting agendas. When public comment is included in the agenda, those wishing to speak before the Board will have the opportunity to do so during the designated Public Comment time(s). Speakers may offer objective criticism of school operations and programs; however, the law prohibits the Board from hearing complaints regarding any personally identifiable District staff member. The Board asks anyone wishing to communicate a complaint of this nature to follow the process in Board policy KL: Public Complaints.

Persons having requests for special needs and accommodations should contact the School District office at 2600 Spruce Drive, Suite 100, Seaside, OR 97138, 503-738-5591. Speech/hearing impaired individuals may reach the Oregon Relay Service by dialing 711. Requests should be made 48 hours in advance of the event.

1. **CALL TO ORDER**
2. **AGENDA REVIEW**
3. **MINUTES REVIEW - March 17, 2026, meeting of the Superintendent Search Committee**
   Attachments:
   Seaside SD 03-17-2026 Advisory Committee Minutes 3
4. **HR REPORT**
   Attachments:
   SUPER Committee Meeting_HR Report- March 31 6
   Site Visit_Community Forum Timeline 9

   4.1. Discussion Items:
   - Request for sharing of Interview Group rankings
   - Request for Interview Groups to prioritize their own group questions
   - Defining Interview Group involvement after April 8 & 9 semi-finalist interviews
   - Defining what application materials will be made available to Interview Group members

- Defining stakeholder involvement in the process to choose finalists for a Site Visit/Community Forum
- Defining the role of stakeholders in regard to the Site Visit/Community Forum day
- Additional items?

5. **LISTENING SESSION**
   Description: *The meeting will now be opened to receive comment specifically regarding the Superintendent Search. Remember that we are all role models for our students, please share your thoughts respectfully. We ask that comments NOT include information that would personally identify particular staff members or potential applicants. To allow for all voices to be heard, speakers will initially have three minutes to express their thoughts, with additional time allotted at the discretion of the Committee and as time allows.*
6. **COMMITTEE DISCUSSION**
7. **ACTION ITEMS**
   Description: This agenda item is held for any business or discussion items that require committee action.
8. **ADJOURN**

SEASIDE SCHOOL DISTRICT 10

2600 Spruce Drive, Suite 100, Seaside, Oregon 97138

MINUTES

Superintendent Search Committee Meeting
Tuesday, March 17, 2026, 5:00 PM

Secondary School Library AND Virtual
2600 Spruce Drive, Suite 200
Seaside, OR 97138

Katherine Davidson:	Absent
Sondra Gomez:	Present
Jason Haag:	Present
Shannon Swedenborg:	Present

1. **CALL TO ORDER**
   Speaker(s): Board Chair
   Discussion: The meeting was called to order at 5:00 pm.

   1.1. Acknowledgement of Board Members Present
   Discussion: Committee member Katherine Davidson was absent, members Swedenborg, Gomez and Haag were present.

2. **AGENDA APPROVAL**
   Action(s):I move to approve the agenda as presented. This motion, made by Sondra Gomez and seconded by Shannon Swedenborg, Carried.
   Voting Detail: Katherine Davidson: Absent, Sondra Gomez: Yea, Jason Haag: Yea, Shannon Swedenborg: Yea
   Voting Summary: Yea: 3, Nay: 0, Absent: 1

3. **APPROVAL OF THE MINUTES OF THE MARCH 3, 2026 MEETING OF THE SUPERINTENDENT SEARCH COMMITTEE**
   Action(s):I move to approve the minutes of the March 3, 2026 meeting of the Superintendent Advisory Committee as presented. This motion, made by Sondra Gomez and seconded by Jason Haag, Carried.
   Voting Detail: Katherine Davidson: Absent, Sondra Gomez: Yea, Jason Haag: Yea, Shannon Swedenborg: Yea
   Voting Summary: Yea: 3, Nay: 0, Absent: 1
   Discussion: The meeting was called to order at 5:00 pm.
   Attachments:
   Seaside SD 03-03-2026 Advisory Committee Minutes

4. **SUPERINTENDENT SEARCH 2026**

4.1. Review of Timeline and Next Steps

- April 1, 5:00 pm: Executive Session/Application Screening
- April 8-9: Semi-Finalist Interviews
- April 13-17 (Date TBD): Executive Session/Finalist Selection
- April 20-24 (Date TBD): Finalist(s) Spend Day in District

Discussion: Shannon Swedenborg reviewed the timeline and reminded attendees that we just have an hour tonight and want to hear from everyone, so we will work to stay on track.

4.2. Listening Session

Description: *The Committee will now hear from stakeholder groups who have been asked to provide input regarding recruiting and hiring the next Superintendent, for the purpose of informing decisions of the Board as they move forward in this process. We ask that comments NOT include information that would personally identify particular staff members or potential applicants. Each group will be allotted 10 minutes.*

4.2.1. Stakeholder Input - Licensed Staff

Discussion: Chad Clouse spoke for himself. He would like the SEA elected officers to be able to choose who is on the interview team. He noted that there was a comment in the last meeting that we would just pick our friends, which is concerning. Clouse said he wants the best representation, not to pick our friends. Discussion ensued.

Jane Crater said she agrees with what Chad said.

4.2.2. Stakeholder Input - Classified Staff

Discussion: It was noted that Meghan McKeown is the only classified staff member to sign up to be on an interview committee. Meghan McKeown said the relationship between the OSEA and the District is fractured and she does not think any other classified staff will volunteer to do this. Discussion ensued.

4.2.3. Stakeholder Input - Student

Discussion: Ella Crater spoke on behalf of students. She thanked the committee for including a student group. She said a big part of the student group is getting a wide range of representation.

4.2.4. Stakeholder Input - Admin/Supervisor

Discussion: Assistant Principal Jason Boyd spoke for himself. He noted that this is his fourth time around [hiring a superintendent]. He said he is concerned about this process taking too long. He also spoke about this being a grow-your-own district, and he feels if we have qualified candidates, we should focus on those internal folks.

Associate Principal Wendy Crozier spoke for herself. She spoke about being a champion for individual voice and talked about bringing feedback back to stakeholders, beyond the interview committee. She asked the committee to look at creative ways to do this.

4.2.5. Stakeholder Input - Other

Discussion: HR Generalist Stephanie Wheatley spoke about how the interview teams could choose to survey others in their staff or student group to contribute suggested interview questions.

Superintendent Penrod spoke about the community forum/school visit day with the finalist candidates.

4.3. Committee Discussion

Discussion: Discussion ensued regarding opening the interview application back up for Classified staff. It was agreed to reopen the Classified survey, it will be open until noon, or until there are twelve applicants, whichever comes first.

Discussion ensued about internal candidates, the screening process, and next steps.

Wheatley asked if virtual interviews will be permitted. Discussion ensued. The committee decided virtual interviews will be allowed for first round semi-finalist interviews, but that in-person would be preferred.

Wheatley asked if only one or two classified staff sign up, how would you want to handle that? McKeown said she would not be opposed to sitting in with licensed staff, but wants to give them their space too. She said she is open to either a small classified group or joining the licensed group.

Wheatley spoke about next steps in developing questions. Jason Boyd spoke about needing time for the candidates to ask questions. Discussion ensued. It was agreed that each committee will submit 20 questions, to be paired down to 10-15 for the interviews.

It was noted that the student group will include a staff member advisor to work with them, it will be Ms.Gagnon or Ms. Wawro.

Discussion ensued about group leader responsibilities.

Names were randomly drawn to choose the middle school students for the student interview group. Names were randomly drawn to choose group leaders. Jane Crater will lead the Licensed group. Karolina Gage will lead the Admin/Supervisor/DO group. Kennedee Klumper will lead the Student group. The lead for the Classified group is TBD.

5. **ADJOURN**

Discussion: The meeting was adjourned at 6:00 pm.

Superintendent Search Committee Meeting
March 31, 2026 - 5:00PM

HR Report

Interview Team Changes	Two candidates for the Superintendent position have included letters of support/endorsement from staff members, in their application. These letters will be shared with the School Board to aid in your decision making process. At the advice of our legal counsel and Oregon School Board Association (OSBA), in order to maintain the integrity of the hiring process, individuals who have expressed a preference for a particular candidate were removed from interview teams. This leaves 6 employees in the licensed interview team and 1 employee in the classified interview team.
Candidate access to interview questions	OSBA recommends providing candidates the interview questions 24 hours in advance. **HR Recommended Options:** 1. Provide candidates the interview questions 24 hours in advance. OR 2. Provide candidates the interview questions as the interview process begins (no more than 15 minutes in advance).
Request for sharing of Interview Group rankings	Stakeholder Feedback: Mixed input from interview group participants regarding sharing individual and group rankings. **HR Recommended Options:** 1. Individual and group rankings are shared only with the School Board. OR 2. Simplified group rankings will be shared with other interview groups the evening of interviews.
Request for Interview Groups to prioritize their own group questions	Stakeholder Feedback: Interview groups want to have full autonomy over their interview questions. Good candidates will answer the same question differently depending on who is asking the question. **HR Recommendation:** ● Allow groups to have repeat questions as prioritized by

	the group. ● Set a limitation of no more than 5 repeat questions. ● HR will review and finalize each interview group's questions.
Defining Interview Group involvement after April 8 & 9 semi-finalist interviews	Stakeholder Feedback: Interview groups want more opportunity to be part of the process. What happens after semi-finalist interviews are completed? **HR Recommendation:** ● At the beginning of the Executive Session to determine finalists, allow the leader of each interview group to step into the executive session for 5 minutes to provide a summary of their top ranked candidates. This allows groups a few days after interviews to collaborate and finalize their thoughts. ● Leaders should come prepared with their top priorities in candidates and how their ranking displays those. Leaders could also speak to “red flags” they saw in candidates.
Defining what application materials will be made available to Interview Group members	Stakeholder Feedback: For interview groups to be best prepared, will they be supplied with general knowledge of the candidates? **HR Recommendation:** ● HR will provide each interview group with one copy of each candidate’s ○ Resume ○ Application (without attachments)
Defining stakeholder involvement in the process to choose finalists for a Site Visit/Community Forum	Stakeholder Feedback: Who is sitting in the room making the final decision? **HR Recommendation:** ● In the Executive Session with the School Board, Superintendent Penrod, and board secretary, start with a listening session, when each interview group leader individually has 5 minutes to share a summary from their group ● Then the listening session closes and the School Board, Superintendent Penrod, and board secretary remain to review the interview materials and rankings. Superintendent Penrod will serve in a “consultant” capacity during this meeting if the School Board has questions regarding the specific duties of Superintendent.

	• Superintendent Penrod will step out of the room for board members to collaborate on their decision of which applicants to invite back as finalists.
Defining the role of stakeholders in regard to the Site Visit/Community Forum day	**HR Recommendation:** LINKED HERE
Additional items?	DISCLAIMER: The School Board can seek assistance from district staff at any point in the recruiting process. These recommendations are guiding points, but do not limit district staff involvement at the discretion of the School Board.

Site Visit/Community Forum Timeline

This is a general outline of the day. Subject to change, depending on scheduling with outside stakeholders.

Time	Activity	Details
8AM-9AM	Community Group Gathering (Good Morning Seaside/ Chamber Meeting)	Finalists speak to the community group (ex. Good Morning Seaside/Chamber of Commerce). This stakeholder group will determine the formal structure of the meeting.
9:30AM-10:30AM	School Visit 1	Finalists will get a tour, meet with stakeholder groups (ex. student groups and PTO). Representatives will be assigned to escort candidates through the buildings.
10:30AM-11:30AM	District tour	Drive finalists around to (suggested): ● Bus barn ● Cannon Beach Academy ● District boundaries ● Other As time allows
11:30AM-1PM	Lunch	In Downtown Seaside With: ● Mayors of Seaside, Gearhart, Cannon Beach ● Convention Center Director ● Seaside Police Chief ● Seaside Fire Chief ● SEPRD Executive Director Depending on availability
1:15PM-2:15PM	School Visit 2	Finalists will get a tour, meet with stakeholder groups (ex. student groups and PTO). Representatives will be assigned to escort candidates through the buildings.
2:30PM-3:30PM	School Visit 3	Finalists will get a tour, meet with stakeholder groups (ex. student groups and PTO). Representatives will be assigned to escort candidates through the buildings.

3:30PM-4:15PM	Staff Social Hour	Finalists gather with staff in an informal “get to know you” setting.
4:15PM-5:15PM	Break/Dinner	Dinner on their own
5:30PM-7PM	Community Town Hall	Finalists to be introduced. Anyone will be welcome to attend and ask questions. The district will develop a system for random selection for attendees to ask questions. Questions will be answered by all finalists, rotating who answers each question first.

Depending on scheduling limitations and stakeholder availability, district staff will make final determination of scheduling. Final schedule will be made public, via district website, in advance of the Site Visit/Community Forum day.

The district will collect feedback from each of these events via survey.