

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 17, 2026 at 5:00 PM

**Location: Secondary School Library AND Virtual
2600 Spruce Drive, Suite 200
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**

Speaker(s): Board Chair

1.1. Acknowledgement of Board Members Present

2. **AGENDA APPROVAL**

3. **APPROVAL OF THE MINUTES OF THE MARCH 3, 2026 MEETING OF THE SUPERINTENDENT SEARCH COMMITTEE**

Attachments:

Seaside SD 03-03-2026 Advisory Committee Minutes

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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

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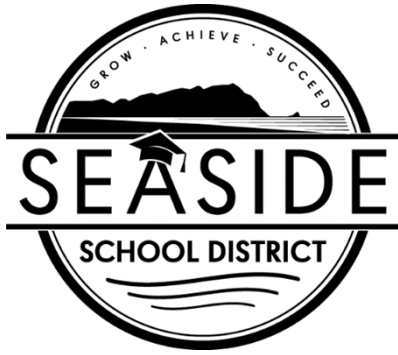
4.2. Listening Session

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
- 4.2.2. Stakeholder Input - Classified Staff
- 4.2.3. Stakeholder Input - Student
- 4.2.4. Stakeholder Input - Admin/Supervisor
- 4.2.5. Stakeholder Input - Other

4.3. Committee Discussion

5. **ADJOURN**



SEASIDE SCHOOL DISTRICT 10
2600 Spruce Drive, Suite 100, Seaside, Oregon 97138

MINUTES

Superintendent Search Committee Meeting
Tuesday, March 3, 2026, 5:00 PM

School District Office and Virtual for the Public
2600 Spruce Drive
Suite 100
Seaside, OR 97138

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

1. **CALL TO ORDER**

Speaker(s): Committee Chair

Discussion: After brief technical difficulties, the meeting was called to order at 5:09 pm. Staff present were Superintendent Susan Penrod, Executive Assistant Leslie Garvin, and HR Generalist Stephanie Wheatley.

2. **AGENDA REVIEW**

Action(s): I move to approve the agenda. This motion, made by Shannon Swedenborg and seconded by Sondra Gomez, Carried.

Voting Detail: Katherine Davidson: Yea, Sondra Gomez: Yea, Jason Haag: Yea, Shannon Swedenborg: Yea

Voting Summary: Yea: 4, Nay: 0

3. **SUPERINTENDENT SEARCH**

- **Employment Application and Narrative Questions**
- **Process Timeline**
- **Stakeholder Groups/Teams**
- **Assignment of Duties**

Discussion: A draft timeline document was shared and reviewed. Discussion ensued. It was agreed that this timeline will be used as a guide.

Application questions used previously were reviewed. Discussion ensued about questions being more specific in regard to hard skills.

The job posting and application were reviewed. It was agreed that new District initiatives can be added and paragraphs three and four can be updated. The committee agreed that Susan and the HR team will finalize the

job posting.

Qualifications in Board policy CBA/Qualifications and Duties of the Superintendent were reviewed. Preferred qualifications were discussed. HR Generalist Stephanie Wheatley spoke about the District practice of promoting Spanish language as a priority. The committee agreed that a preference for a Spanish speaker is a good idea. Veterans' preference was discussed. The committee spoke about a budget management preference. The committee spoke about supervising a certain number of staff. There was discussion about experience in labor relations.

Stakeholder groups and teams were discussed. The Board, Direct Reports/Leadership Team, Certified staff, Classified staff, and Students were discussed as focus/stakeholder groups. Discussion ensued regarding stakeholder involvement.

Narrative questions were discussed. Final questions were determined and district staff will complete the employment application.

Marketing and website presence was discussed. District staff will develop marketing materials and a web page.

HR and Susan will research additional resources for posting.

There was discussion about a potential committee work session to get additional feedback from stakeholders.

There was discussion about how stakeholder group members might be selected.

It was agreed that the committee will hold a work session prior to the March 17 Regular meeting. Union leadership (classified and certified), a leadership team representative and student rep Ella Crater will be invited.

A salary range was discussed. The committee agreed to a salary range for the job posting of \$150,000 to \$175,000.

4. **RESOURCES**

Attachments:

Previous Narrative Questions

Assistant Superintendent_Future Superintendent App 2019

CBB - Recruitment and Appointment of the Superintendent

CBA - Qualifications and Duties of the Superintendent

5. **PUBLIC COMMENT ON SUPERINTENDENT SEARCH**

Description: *The meeting will now be opened to receive public comment regarding the superintendent search. We value the time and initiative members of the public take to share their thoughts with the Board. The Board's role during public comment is not to immediately respond, but to listen. If follow up is necessary, we will direct our Superintendent to do so. Remember that we are all role models for our students, please share your thoughts respectfully. Should any public comment include complaints regarding a personally identifiable staff member, the Board Chair will direct the speaker to the proper administrative process found in Board policy KL: Public Complaints. Speakers will have three minutes to express their thoughts.*

Discussion: Chad Clouse encouraged the committee to involve as many stakeholders as much as possible in this process.

6. **GOOD OF THE ORDER**

Discussion: Sondra Gomez asked if there is any reason we would *not* want the larger community involved right from the beginning. Discussion ensued.

7. **ADJOURN**

Discussion: The meeting was adjourned at 7:20 pm.