

Siletz Valley Schools
**** Special Board Meeting Agenda ****
8/20/26, 5:30pm
Siletz Valley School Board Room

I. Call to Order, Roll Call

II. **Public Participation-take public comment on the desired qualities and qualifications of the interim superintendent: The Board welcomes comments and questions from the public about items on the agenda during the Public Comment section only. If you wish to address the Board this evening on an agenda topic, please fill out a blue slip available on the whiteboard near the door and hand it to the Board Recorder. When the Board Chair calls you to speak, you are allowed 3 minutes. If more than one person will be addressing the same topic, we ask that you appoint a spokesperson. (Policy BDDH) *If you wish to file a complaint, Board Policy requires completion and submission of a complaint form that you can access in the front office. (Policy KL, and KL-AR). Personnel concerns must not be addressed in a public meeting of the Board and must go through the complaint policy process. Reach out to the Superintendent after the meeting for assistance.*

- A. Public comment may only be on the subject matter regarding qualities and qualifications of interim superintendent.

III. Information Items

- A. Review previous policy of duties and qualifications of superintendent before the position was split.

IV. Action Items

- A. Approve the interim superintendent search process and calendar
- B. Discuss and formally adopt the qualities and qualifications that will be used to evaluate applicants.
- C. Review the superintendent position description as a starting point for the adopted Criteria.
- D. Establish contract parameters, including salary level/range, benefits and anticipated total compensation cost.
- E. Confirm application requirements, closing date, and who will coordinate applications and candidate communications.

V. Adjournment

- A. Next Regular Board Meeting is August 25, 2026, 5:30pm

**SILETZ VALLEY SCHOOLS
SPECIAL BOARD MEETING AGENDA
AUGUST 20, 2026**

ITEM: INFORMATION ITEM

TOPIC: PUBLIC COMMENT

PREPARED BY: DANIELLE WELCH

WILL BE PRESENTED BY: PUBLIC

TYPE OF ITEM: Consent ☐ Information ☐ Discussion ☒ Decision ☐

DESCRIPTION OF AGENDA ITEM:

Public comment regarding qualities and qualifications of Interim Superintendent

RECOMMENDATION:

Discussion

ADDITIONAL MATERIAL Attached: Yes ☒ No ☐ Available: Yes ☒ No ☐

**SILETZ VALLEY SCHOOLS
SPECIAL BOARD MEETING AGENDA
AUGUST 20, 2026**

ITEM: INFORMATION ITEM

TOPIC: REVIEW PREVIOUS POLICY OF DUTIES AND QUALIFICATIONS OF
SUPERINTENDENT BEFORE THE POSITION WAS SPLIT

PREPARED BY: DANIELLE WELCH

WILL BE PRESENTED BY: DEBRA BARNES

TYPE OF ITEM: Consent ☐ Information ☐ Discussion ☒ Decision ☐

DESCRIPTION OF AGENDA ITEM:

Review previous policy of duties and qualifications of superintendent before the position was split

RECOMMENDATION:

Discussion

ADDITIONAL MATERIAL Attached: Yes ☒ No ☐ Available: Yes ☒ No ☐

Siletz Valley Schools

Code: CBA

Adopted: 12/15/11

Readopted: 4/01/13, 4/23/13

Orig. Code(s): CBA

Qualifications and Duties of the Superintendent

- QUALIFICATIONS:**
1. Appropriate Oregon administrative license with an administrator's endorsement;
 2. M.A. in educational leadership, supervision or administration;
 3. Preferred experience at the administrative level in public school leadership;
 4. In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets transitional administrator or exceptional administrator licensure requirements. The Board may, jointly with the individual, submit an application for such license for Teacher Standards and Practices Commission approval pursuant to OAR 584-080-0151 to 584-080-0161.

REPORTS TO: Siletz Valley Schools Board

SUPERVISES: Directly or indirectly, every school employee.

JOB GOAL: To provide leadership in developing and maintaining the best possible educational programs and services.

Performance Responsibilities

EDUCATIONAL PLANNING

1. Formulates school objectives, policies, plans and programs, and prepares (or causes to be prepared) and presents facts and explanations necessary to assist the Board in its duty of legislation for the schools;
2. Conducts continuous evaluation of the progress and needs of the schools and keeps the Board informed;
3. Ensures the decision-making structure is in place to carry out Board policy IF - Curriculum Development and Review and reports to the Board annually the implementation of this policy;
4. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences and by other appropriate means, and keeps the Board informed of trends in education.

ORGANIZATION AND CONTROL

1. Recommends policies on organization, finance, instruction and all other functions of school programs;
2. Recommends the number and types of positions required to provide proper personnel for the operation of school programs;
3. Assigns, transfers and defines the duties of all personnel;
4. Administers the contract and salary schedule for all professional personnel and assists in developing the recommended salary policy and structure;
5. Reports to the Board the case of any employee whose service is unsatisfactory and recommends appropriate action;
6. Supervises the development and maintenance of sound evaluation and accountability systems for employees of the schools.

LEADERSHIP AND STAFF RELATIONSHIPS

1. Administers the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board;
2. Assists in the preparation and presentation of the annual budget for approval;
3. Represents the schools as its fiscal and administrative agent;
4. Represents the schools to obtain state surplus property;
5. Counsels with employees to resolve complaints, difficulties and other matters related to personnel management, works with difficult and sensitive personnel matters;
6. Delegates duties and responsibilities to other employees of the schools. The delegation of duties and responsibilities will not relieve the Superintendent of responsibility for the action taken under such delegation;
7. Acts, if action is necessary, in any matter not covered by Board policy. Reports such action to the Board and recommends policy in order to provide guidance in the future;
8. Identifies needs and priorities for the improvement of the schools and works to promote continual growth and improvement.

COMMUNITY RELATIONSHIPS

1. Keeps the public informed of modern educational practices and trends and the policies, procedures and concerns of the schools;

2. Represents the school before the public and maintains a program of publicity and public relations to keep the public informed;
3. Establishes and maintains favorable relationships with the sponsoring school district, local community groups and individuals to foster understanding and support for overall school objectives and programs, and to interpret Board policies and administrative directives.

STUDENT RELATIONSHIPS:

1. Is available to students, meets to hear their views, interests and needs;
2. Strives to establish a climate that causes students to feel the school is for them and that they are important;
3. Is willing to take the student's position with adults in the school when appropriate.

CONTRIBUTION TO MANAGEMENT TEAM:

1. Attends and participates in all meetings of the Board, except those which are concerned with the Superintendent's employment or when excused by the Board;
2. Keeps informed of activities, accomplishments and concerns of the administration and the Board.

Communicates Board concerns to personnel.

END OF POLICY

Legal Reference(s):

ORS 327.133
ORS 332.075
ORS 332.515
ORS 342.125
ORS 342.140
ORS 342.143
ORS 342.173

ORS 342.175
ORS 342.200

OAR 581-022-0102 to -1940
OAR 581-023-0006 to -0050
OAR 584-020-0000 to -0045

OAR 584-036-0035(1)
OAR 584-046-0005 to -0024
OAR 584-048-0085 to -0095
OAR 584-080-0151
OAR 584-080-0152
OAR 584-080-0161

Cross Reference(s):

CBG - Evaluation of the Superintendent

**SILETZ VALLEY SCHOOLS
SPECIAL BOARD MEETING AGENDA
AUGUST 20, 2026**

ITEM: ACTION ITEM

TOPIC: APPROVAL OF INTERIM SUPERINTENDENT SEARCH PROCESS
AND CALENDAR

PREPARED BY: DANIELLE WELCH

WILL BE PRESENTED BY: SVS SCHOOL BOARD

TYPE OF ITEM: Consent ☐ Information ☐ Discussion ☐ Decision ☒

DESCRIPTION OF AGENDA ITEM:

Approval of interim superintendent search process and calendar

RECOMMENDATION:

Approve

ADDITIONAL MATERIAL Attached: Yes ☒ No ☐ Available: Yes ☒ No ☐

**SILETZ VALLEY SCHOOLS
SPECIAL BOARD MEETING AGENDA
AUGUST 20, 2026**

ITEM: ACTION ITEM

TOPIC: DISCUSS AND FORMALLY ADOPT THE QUALITIES AND
QUALIFICATIONS THAT WILL BE USED TO EVALUATE
APPLICANTS

PREPARED BY: DANIELLE WELCH

WILL BE PRESENTED BY: SVS SCHOOL BOARD

TYPE OF ITEM: Consent ☐ Information ☐ Discussion ☐ Decision ☒

DESCRIPTION OF AGENDA ITEM:

Discuss and formally adopt the qualities and qualifications that will be used to evaluate applicants

RECOMMENDATION:

Approve

ADDITIONAL MATERIAL Attached: Yes ☒ No ☐ Available: Yes ☒ No ☐

**SILETZ VALLEY SCHOOLS
SPECIAL BOARD MEETING AGENDA
AUGUST 20, 2026**

ITEM: ACTION ITEM

TOPIC: REVIEW THE SUPERINTENDENT POSITION DESCRIPTION AS A
STARTING POINT FOR THE ADOPTED CRITERIA

PREPARED BY: DANIELLE WELCH

WILL BE PRESENTED BY: SVS SCHOOL BOARD

TYPE OF ITEM: Consent ☐ Information ☐ Discussion ☐ Decision ☒

DESCRIPTION OF AGENDA ITEM:

Review the superintendent position description as a starting point for the adopted criteria

RECOMMENDATION:

Approve

ADDITIONAL MATERIAL Attached: Yes ☒ No ☐ Available: Yes ☒ No ☐

Position Description: SVS Superintendent

Siletz Valley School is seeking an exceptional educational leader to serve as its next Superintendent.

The ideal Candidate will bring visionary leadership, a proven track record in educational administration, and a deep commitment to student success. This Individual must demonstrate outstanding communication skills, unwavering integrity, and the ability to foster strong relationships within the school and broader community. Active engagement in meetings and events throughout the Siletz, Logsdon, and surrounding areas is essential and required of this role.

General Information

- Position Title: Superintendent
- Department: Office of Superintendent
- Immediate Supervisor: SVS School Board
- Band/Grade/Subgrade: K-12 Superintendent
- Full-time Monday – Friday – work in person
- Ability to commute or relocate (Siletz, OR 97380 – Reliably commute or planning to relocate before starting work (required)
- Pay \$95,000.00 - \$125,000.00 per year
- Benefits
 - Dental insurance
 - Health insurance
 - Vacation time
 - Retirement plan
 - Vision insurance

Job Summary

Superintendent

As the Chief Executive Officer of the school, the Superintendent is responsible for implementing board policies and leading the district to achieve educational and operational priorities. This role ensures that all district efforts align with Board goals and student needs.

Essential Duties and Responsibilities

1. Leadership and Staff Supervision *Collaborative, inspirational and visionary leader who empowers others, follows through and holds them accountable*

- Selects, supervises, and evaluates all staff members
- Oversees instructional practices and professional development.
- Supervises and evaluates certified staff, Principal, and Athletic Director.
- Manages staff orientation and professional development plans.
- Maintains and delegates management of school communication tools, including websites, digital reader boards, newsletters and social media.
- Collaborates with law enforcement for school safety.
- Develops Board meeting agendas in coordination with the Board Chair.
- Establishes educational priorities and evaluates district success.
- Manages grant writing, reporting, and financial planning through the appropriate grant process

2. School Operations and Resource Management *Demonstrates leadership ability to deal with adversity and to make and stand behind hard decisions*

- Manages daily operations of the school, ensuring efficient use of resources.
- Supervises building maintenance and custodial services.
- Resolves complaints and grievances from Students, Staff, and Community
- Oversees student discipline when necessary.
- Coordinates safety and security protocols, including emergency procedures.
- Develops and maintains the school budget in collaboration with Business Manager.

3. Community Engagement and Public Relations *Visible, approachable, friendly, with a sense of humor and willing to engage with all segments of the community*

- Plans and attends meetings with Staff, Parents, Community and Community Leaders.
- Participates in all SVS activities/events, sporting events, cultural events, community events and etc.

- Enhances public relations through newsletters, websites, SVS digital reader board and Advisory groups.
- Organizes recognition events and student celebrations.
- Ensures alignment of school services with community

4. Compliance and Reporting *Thorough with attention to detail in all aspects of operations, from beginning to completion*

- Completes all reports required by the District and Oregon Department of Education.
- Oversees student record-keeping, including grade reporting and success rates

5. Curriculum and Program Development *Innovative, creative and experienced in meeting challenges such as digital age children, Special Education and emerging technologies such as AI*

- Leads curriculum evaluation and improvement efforts.
- Collaborates on district-wide program alignment and assessment.
- Oversees special education services in coordination with LCSD.
- Manages student graduation tracking and intervention efforts with school advisors

6. Scheduling and Academic Planning

- Oversees the development the master schedule, academic calendar, and professional development plans.
- Ensures alignment of instructional minutes with state requirements.

7. Budget and Financial Oversight *Sound understanding of school district financial management*

- Plans and manages the school budget, ensuring fiscal responsibility with cooperation from the financial director and board budget subcommittee.
- Directs maintenance and facility improvements to support a quality learning environment.

Qualifications and Requirements

Education & Training

- Master's Degree in Educational Administration or Leadership. (Preferred)

- Oregon Administrative Licensure or ability to obtain an Oregon Administrative License before the start of the upcoming school year.
- Completion of COSA New Superintendent's Academy. (Preferred)

Experience

- Minimum of one (1) year of teaching experience.
- Minimum of three (3) years of administrative experience supervising instructional programming and staff.

Knowledge & Skills

- Proven success with recruitment of high-quality staff
- Instructional leadership and school improvement strategies.
- Budget planning and financial oversight.
- ~~Some~~ student discipline, safety, and behavior management.
- Community engagement and public relations.
- Compliance with educational laws and policies.
- Effective staff supervision, coaching, and professional development.
- Strong communication and organizational skills.
- Cultural competency and inclusive leadership practices.
- Knowledgeable in grant writing and grant compliance
- The successful candidate will be expected to demonstrate the ability to independently develop and complete grant proposals, from initial concept through final submission. This includes tracking measurable outcomes for reporting purposes and maintaining a detailed calendar of grant deadlines and submission requirements.
- Understands the nuances of Charter schools in Oregon.

Supervisory Responsibilities

- Direct Supervision: Teachers, specialists, educational assistants, principal, Athletic director, administrative support staff, building nurse, custodians and food service staff.

Physical Demands:

- Standing, walking, and sitting for extended periods.

- Occasional lifting (up to 50lbs).
- Clear verbal communication and active listening are required.

**SILETZ VALLEY SCHOOLS
SPECIAL BOARD MEETING AGENDA
AUGUST 20, 2026**

ITEM: ACTION ITEM

TOPIC: ESTABLISH CONTRACT PARAMETERS, INCLUDING SALARY
LEVEL/RANGE, BENEFITS AND ANTICIPATED TOTAL
COMPENSATION COST

PREPARED BY: DANIELLE WELCH

WILL BE PRESENTED BY: SVS SCHOOL BOARD

TYPE OF ITEM: Consent ☐ Information ☐ Discussion ☐ Decision ☒

DESCRIPTION OF AGENDA ITEM:

Establish contract parameters, including salary level/range, benefits and anticipated total compensation cost

RECOMMENDATION:

Approve

ADDITIONAL MATERIAL Attached: Yes ☒ No ☐ Available: Yes ☒ No ☐

**SILETZ VALLEY SCHOOLS
SPECIAL BOARD MEETING AGENDA
AUGUST 20, 2026**

ITEM: ACTION ITEM

TOPIC: CONFIRM APPLICATION REQUIREMENTS, CLOSING DATE, AND
WHO WILL COORDINATE APPLICATIONS AND CANDIDATE
COMMUNICATIONS

PREPARED BY: DANIELLE WELCH

WILL BE PRESENTED BY: SVS SCHOOL BOARD

TYPE OF ITEM: Consent ☐ Information ☐ Discussion ☐ Decision ☒

DESCRIPTION OF AGENDA ITEM:

Confirm application requirements, closing date, and who will coordinate applications and candidate communications

RECOMMENDATION:

Approve

ADDITIONAL MATERIAL Attached: Yes ☒ No ☐ Available: Yes ☒ No ☐