

Siletz Valley Schools
**** Special Board Meeting Agenda ****
9/10/26, 5:45pm
Siletz Valley School Board Room

I. Call to Order, Roll Call

II. Action Items

- A. Approve Interview questions for Interim Superintendent Vacancy
- B. Approve interview process for Interim Superintendent Vacancy

III. Executive Session - To consider the employment of a public officer, employee, staff member or individual agent. ORS 192.660(2)(a).

IV. Action Items

- A. Approve selection of candidates to interview

V. Adjournment

- A. Next Regular Board Meeting is September 29, 2026, 5:30pm

**SILETZ VALLEY SCHOOLS
SPECIAL BOARD MEETING AGENDA
SEPTEMBER 10, 2026**

ITEM: ACTION ITEMS

TOPIC: INTERVIEW QUESTIONS

PREPARED BY: SVS SCHOOL BOARD/CHRISTINA BUSHNELL

WILL BE PRESENTED BY: SVS SCHOOL BOARD

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

DESCRIPTION OF AGENDA ITEM:

Approve interview questions for Interim Superintendent Vacancy

RECOMMENDATION:

Approve

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

Siletz Valley School

Interim Superintendent — Interview Question Guide

Aligned to the Position Description (8-26-26) and Resume Screening Rubric

Candidate Name: _____

Panelist: _____ Date: _____

Scoring Scale

5 = Significantly exceeds criteria required for successful job performance

4 = Exceeds criteria for successful job performance

3 = Meets criteria for successful job performance

2 = Partially meets criteria for successful job performance

1 = Does not meet criteria required for successful job performance

How to use this guide: Questions are grouped into the eight scoring categories from the Resume Screening Tool so the same criteria can be applied consistently from resume review through interview. Not every question needs to be asked of every candidate — select those most relevant given the resume review, and use the follow-up prompts to probe for specifics. Leave time at the end for candidate questions and for a walk-through of the district's Board relationship, budget cycle, and community events calendar.

Suggested opening: Ask the candidate to briefly walk through their career path and what draws them to the Siletz Valley School community specifically, including their understanding of the Siletz, Logsden, and surrounding areas.

1. Education & Professional Credentials

Rubric criterion: Master's degree, Oregon Administrative Licensure, COSA New Superintendent's Academy, relevant certifications.

1. Tell us about your vision as an educational leader.

2. Work Experience & Progressive Responsibility

Rubric criterion: at least 1 year teaching and 3 years administrative experience supervising instructional programming and staff; progressive responsibility; no unexplained gaps or red flags.

2. Describe your path from the classroom into administration. What did your teaching experience teach you that still shapes how you lead today?

Listen for: Evidence of increasing scope/authority over time; comfort managing instructional, operational, and financial responsibilities concurrently, not just one lane.

3. Give us an example of you developing and implementing an educational program.

Follow-up: What are some steps you have taken to support students falling behind in academics?

4. How would you define student success?

5. This role carries significant, often unpredictable demands on time and energy. How do you manage your own self-care and work-life balance while meeting the responsibilities of this position?

3. Leadership & Staff Supervision

Rubric criterion: works effectively with a Board; selects, supervises, and evaluates certified staff, principal, and athletic director; collaborative, inspirational, accountable leadership; recruits and develops staff.

6. This role reports directly to the School Board and supervises the Principal, Athletic Director, and certified staff. How do you approach building trust with the Board, staff, students, and the broader community, while also holding your direct reports accountable?

Listen for: Balance of collaboration and follow-through; whether they take ownership of hard personnel decisions rather than deflecting.

7. How do you approach recruiting and retaining high-quality staff in a small, rural district where the applicant pool may be limited?
8. How do you approach hard decisions like letting someone go?
9. How do you address and manage conflict? What would you describe as your conflict-management style and strengths?

4. Budget & Financial Oversight

Rubric criterion: sound understanding of school district financial management; prepares, presents, and manages an annual budget; grant writing, application, and compliance experience, including tracking outcomes and deadlines.

10. If you inherited a budget shortfall or an unexpected funding cut mid-year, how would you approach it — and how would you communicate that to the Board and community?
11. This role includes independently developing and completing grant proposals from concept through submission, including tracking outcomes for reporting. Tell us about a grant you've written or managed — what was it for, and what was the result?

Listen for: Full grant lifecycle experience (writing, compliance, outcome tracking, deadline management), not just having received grant funds.

12. What is your budget philosophy?

5. Written & Verbal Communication

Rubric criterion: proper use of language, grammar, and clear communication consistent with public-facing district leadership (also assessed via resume/cover letter).

13. In your previous roles, how did you communicate an unpopular or difficult decision to staff, parents, or the community? How did you approach it, and how was it received?
14. How would you improve the communication from staff, parents, the board, and the community?

6. School Operations, Curriculum & Compliance

Rubric criterion: experience in operations and curriculum evaluation/improvement; ODE compliance including scheduling, calendar, and instructional-minute requirements; safety protocols; Special Education coordination; Oregon charter school nuances.

15. What is your understanding of the particular considerations that come with operating a school like Siletz Valley, and how would that shape your approach here?

Listen for: Genuine understanding of the school's unique context versus generic answers about small or rural districts.

16. How do you ensure compliance with Oregon Department of Education requirements — for example, instructional minutes, the academic calendar, and required reporting?

Listen for: Specific familiarity with ODE requirements rather than general statements.

7. Community Involvement & Public Relations

Rubric criterion: actively engages staff, students, parents, and community leaders; visible, approachable, and willing to participate in events throughout the Siletz, Logsden, and surrounding areas.

17. Give us an example of how you approach conflict and complaints from parents.
18. What is your experience working with/in an indigenous community?
19. This position requires active, in-person engagement at school and community events throughout Siletz, Logsden, and the surrounding areas. What does that kind of visibility and involvement look like for you day to day?

8. Problem Solving & Innovation

Rubric criterion: solves problems in innovative, creative ways, including challenges related to digital-age students, emerging technologies such as AI, and Special Education; makes and stands behind hard decisions.

20. Describe a time you had to solve a problem with limited resources or no clear precedent to follow. What did you do?
21. What is your experience with charter schools, and how would you use the flexibility of a charter model to drive innovative practices at Siletz Valley?

Closing & Logistics Questions

Confirm fit for required conditions of employment before advancing a candidate.

22. This is a full-time, in-person position based in Siletz, Oregon. Are you able to reliably commute or relocate before the start date?
23. Is there anything about the scope of this role — supervising staff, board relations, budget, grants, curriculum, community engagement, and operations all at once — that concerns you or that you'd want support with?
24. What questions do you have for us about the Board, the district, or the community?

Is there anything we didn't ask that you'd like to discuss?

Optional Questions

Optional: What experience do you have working with a union and administering or negotiating a collective bargaining agreement?

Optional: What is your experience and knowledge working with specialized programs such as the culture program, culinary program, TAG (Talented and Gifted), and other CTE programs?

Note: Scores from these interview responses can be recorded alongside the Resume Screening Tool categories to produce a combined resume-plus-interview ranking on the Candidate Ranking tab.

**SILETZ VALLEY SCHOOLS
SPECIAL BOARD MEETING AGENDA
SEPTEMBER 10, 2026**

ITEM: ACTION ITEMS

TOPIC: INTERVIEW PROCESS

PREPARED BY: SVS SCHOOL BOARD

WILL BE PRESENTED BY: SVS SCHOOL BOARD

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

DESCRIPTION OF AGENDA ITEM:

Approve interview process for Interim Superintendent Vacancy

RECOMMENDATION:

Approve

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

**SILETZ VALLEY SCHOOLS
SPECIAL BOARD MEETING AGENDA
SEPTEMBER 10, 2026**

ITEM: EXECUTIVE SESSION

TOPIC: EXECUTIVE SESSION

PREPARED BY: SVS SCHOOL BOARD

WILL BE PRESENTED BY: SVS SCHOOL BOARD

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

DESCRIPTION OF AGENDA ITEM:

Executive Session: To consider the employment of a public officer, employee, staff member or individual agent. ORS 192.660(2)(a)

RECOMMENDATION:

Discussion

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

**SILETZ VALLEY SCHOOLS
SPECIAL BOARD MEETING AGENDA
SEPTEMBER 10, 2026**

ITEM: ACTION ITEMS

TOPIC: APPROVE CANDIDATES TO INTERVIEW

PREPARED BY: SVS SCHOOL BOARD

WILL BE PRESENTED BY: SVS SCHOOL BOARD

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

DESCRIPTION OF AGENDA ITEM:

Approve selection of candidates to interview

RECOMMENDATION:

Approve

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