Mark Witty – Superintendent

GRANT SCHOOL DISTRICT NO. 3
401 N Canyon City Blvd | Canyon City, OR 97820-6111
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Board - Superintendent Operating Agreement
SY 2025-26

Mission Statement

All Grant School District No. 3 students will engage in meaningful programs that meet the highest educational and ethical standards with a safe, caring, collaborative learning community, ensuring each student achieves academic and personal excellence by becoming a lifelong learner and a responsible citizen.

Inspiring Excellence, Fostering Community, Shaping Tomorrow's Leaders.

Purpose

The Board of Directors is the educational decision-making body for the Grant School District #3. To effectively meet the District's guiding principles, the School Board and the Superintendent must function together as a leadership team. Effective group agreements must be in place to ensure unity among team members. The following are the group agreements for the Grant School Board and Superintendent.

Governance Principles for the Board

- Work with members of the Board and the Superintendent in a cooperative and collaborative partnership aligned toward a common mission.
- Set the strategic direction of the District through the mission, vision, priorities, and goals.
- Focus on planning, policy-making, and tracking district progress rather than day-to-day operations.
- Make decisions as a whole board only at properly called meetings. Board members recognize that individual members have no authority to take individual action on policy or district and school administrative matters. (Policy BBAA)

Board of Directors:
Kris Beal | M.T. Anderson | Amy Charette, Vice Chair | Chris Labhart | Zac Bailey | Will Blood, Chair | Jake Taylor

- Support decisions of the majority after honoring the right of individual members to express opposing viewpoints and vote their convictions.

- Deliberate and make decisions following public meeting laws.

- Recognize and respect the Superintendent's responsibility to manage the District and to direct employees in district and school matters while observing the chain of command process.

- Carefully consider all issues brought to you by individuals, listen to all perspectives, and actively solicit input. We will operate as representatives and make decisions in the best interest of students and the whole district.

- Work as a team with the Superintendent, recognizing that the Superintendent is the Board's advisor.

- Establish annual expectations and goals for the Superintendent. (eval short/long term goals - current/future) Objectively evaluate the Superintendent's performance and provide appropriate constructive feedback.

- Value the Board's role in the community and represent the District, when possible, by attending school, community functions, and community meetings.

Expectations of the Superintendent

- Manage the day-to-day operations of the District.

- Communicate with integrity, honesty, and transparency.

- Should be accessible.

- Work together as a team with board members.

- Respect and acknowledge the Board's role in setting policy and overseeing the performance of the Superintendent.

- Work with the Board to establish a clear vision for the District.

- Collaborate with the Board and prepare preliminary annual district goals and priorities for the Board's consideration.

- Provide information about state standards with supporting data related to student outcomes.

- Communicate with board members promptly, effectively, and equally.

- Communicate with the board chair or vice chair if a problem or issue is observed developing with a board member.

- Respect the confidentiality requirement of board meeting executive sessions.

- Distribute the board meeting agenda and packet by the Friday before regular and special board meetings. The Superintendent will notify Board members if a situation causes any delay.

- Provide follow-up information to board members on concerns and issues they have referred to the Superintendent.

- Represent the District by being visible in the schools, community, and school functions.
- Oversee the completion of all certified and classified staff evaluations each year.
- Mentor administration to expectations of the Superintendent and Board.
- The annual budget document will be presented to the Board of Directors and Budget Committee by May 15th of each year.

Communication Agreements

- The Board and the Superintendent recognize that effective communication can solve most issues.
- Board members will communicate directly with the Superintendent via email, text message, or phone call to address staff member, student, parent, or community member questions or concerns. (Policy KL, Policy BG)
- Communicate directly with the Superintendent or Board Chair before meetings of the Board to identify questions or concerns about agenda items so that the Board Chair and staff can prepare for the meeting discussion.
- When a board member receives an informal complaint, listen carefully and empathetically. In an ombudsman capacity, board members will direct the person to solve the problem at the lowest level (educator → principal → superintendent). Avoid hearing details of an informal complaint. If the matter becomes a formal complaint, the board may hear the case on appeal. Advise the superintendent of the interaction.
- If a complainant is unwilling to speak to the Superintendent, a board member may share the issue and the source of the complaint, concern, or criticism of the District. The Superintendent will keep the information "source" confidential at the request of a board member, but all parties will make every effort to encourage trust and open communication.
- Formal complaints will be in writing and signed by the complainant. The Superintendent or designee hears formal complaints. Complainants may appeal the Superintendent's decision to the School Board. (Policy KL)
- No individual board member, other than the Board Chair or designee, has the authority to speak for the entire board. Individual board members may always share their viewpoints but must clarify that they speak only for themselves rather than the whole board.
- The Board recognizes that changing technology and the growing use of social media will affect how individual board members communicate with constituents and receive and process information. In social media, board members will treat and refer to other Board members, staff, students, and the public respectfully and operate in compliance with Oregon public meeting law.

Media Communications

- The Board Chair, or designee of the Chair, shall be the official spokesperson for the Board to the media/press on issues of media concern.
- The Superintendent will be the spokesperson for the district or his designee.

- All board members who receive calls from the media shall direct the media to the appropriate person and notify the Superintendent and Board Chair of the interaction.

- Individual board members can submit media publications but are encouraged to identify documents as a personal opinion rather than representing the Board.

Meeting Operation and Organization Agreements

- Start and end meetings on time.

- Focus on remaining on task for the duration of each meeting. The Board and Superintendent intend to keep to a two-hour time limit on all regular business meetings.

- Board members will attend all scheduled board meetings unless a situation makes attendance unworkable. Members can teleconference into board meetings.

- Prepare for board meetings by reading materials and board packets ahead of the meeting and ask questions that you have of the Superintendent before the day of the meeting.

- There should be no surprises in board meetings. Unless operational necessity requires it, the board will not act on new proposals the night they are presented. Members will communicate concerns or questions to the Board Chair and the Superintendent before a public meeting. (Merge with above bullet)

Role of Board Chair

The chair will convene meetings and execute documents as appropriate. The Board Chair also recognizes that three board members can call a school board meeting.

The chair is the spokesperson for the Board and is authorized to describe the Board's processes, positions, and decisions. The Chair may delegate this responsibility to other board members or the Superintendent.

The chair will meet regularly with the Superintendent to develop the agenda (seeking Board member input) and determine whether an item should be scheduled for action or future action, to provide feedback on the information needed by the Board for decision-making, to plan meeting processes, and to distribute assignments.

The Vice-Chair will perform these duties when the Chair is not available.

The board will ratify this document annually. This document can be revisited at any time by request of a board member or the Superintendent. The signatures below symbolize each party's commitment to these agreements; the board's approval of the document ensures that all members are bound by its provisions.

X _____ Date: 8/20/25

Mark W Witty - Superintendent

X _____ Date: 8/20/2025

Kris Beal - Board member

X _____ Date: 9/17/25

M.T. Anderson - Board Member

X _____ Date: 8/25/25

Amy Charette - Board Member

X Chris B. Labhart Date: 8/20/2025

Chris Labhart - Board Member

X _____ Date: 8/21/25

Zac Bailey - Board Member

X _____ Date: 8/2025

Will Blood - Board Member

X _____ Date: 9/26/2025

Lucas Moore - *Board Member*