I move to amend the Strategic Governance Manual to account for the Board's adoption of the School Board Office's various standard operating procedures by striking from page 47:

1. ~~Developing and maintaining an employee handbook for School Board Office and School Board Member staffers and a managers handbook for School Board Members.~~
2. ~~Creating an annual review calendar and appropriate forms to ensure the proper evaluation of staff reporting directly to the School Board and School Board Members, including the Auditor General, Clerk of the School Board, School Board Staff Aides, Senior Executive Administrative Assistants, and School Board Staff Assistants.~~
3. ~~Creating an annual review calendar and appropriate forms to be used by School Board staff including the Clerk of the School Board and Auditor General to ensure the proper evaluation of their direct reports.~~

And adding:

1. Reviewing proposed standard operating procedures (SOPs) governing School Board Office functions that directly involve School Board Members, and School Board Members' staff, and recommending new or revised SOPs for full Board consideration (see Appendix D).
2. Maintaining an annual review calendar and Board-approved forms to ensure the proper evaluation of staff reporting directly to School Board Members, including their Directors of District Board Operations, School Board Staff Aides, and School Board Staff Assistants.
3. Maintaining an annual review calendar and Board-approved forms to be used by the Clerk of the School Board (Clerk) for evaluating Deputy Clerks, the Board Chair and Vice Chair for coordinating the Board's evaluation of the Clerk, and the Audit Committee for coordinating the Board's evaluation of the Auditor General.

And by inserting as appendix D on page 72:

D. STANDARD OPERATING PROCEDURES FOR THE SCHOOL BOARD OFFICE

Purpose

The Clerk of the School Board (Clerk) shall maintain Board-approved standard operating procedures (SOPs) for the School Board Office's (SBO) various functions that directly involve School Board Members, the Division Superintendent, School Board Members' staff, and communications with the public on behalf of the Board. SOPs provide the Clerk and SBO staff with clear, consistent, and Board-approved guidance for carrying out these functions transparently.

Development and Approval of SOPs

1. Proposed SOPs shall be reviewed by the Administration Committee.

2. Following its review, the Administration Committee may approve proposed SOPs for full Board consideration, first as new business and then as either an action or consent agenda item.
3. An SOP takes effect upon approval by the Board.
4. The Clerk shall maintain the current, Board-approved version of each SOP, which shall be available to School Board Members, School Board Members' staff, and the Division Superintendent.

Amending Existing SOPs

1. The Clerk or School Board Members may request an amendment to an existing SOP by routing it to the Administration Committee for initial consideration.
2. The Administration Committee may approve the proposed SOP amendment for full Board consideration, first as new business and then as either an action or consent agenda item.
3. Amendments to an SOP take effect upon approval by the Board.

Time-Sensitive Amendments

When an amendment to an SOP is time-sensitive and cannot wait for the Administration Committee's regular review, the following expedited process may be used:

1. The Clerk or a School Board Member shall share the requested amendment with the Board Chair and Administration Committee Chair.
2. The Board Chair shall notify School Board Members of the requested amendment by including it in the next edition of Chair's Notes.
    a. Alternatively, a School Board Member may seek to suspend the rules under Robert's Rules of Order to allow the Board to consider an expedited SOP amendment request without first having it shared in Chair's Notes.
3. The requested expedited amendment shall be added to the consent or action agenda for Board consideration at the Board's next Regular Meeting.

And re-lettering subsequent appendix sections accordingly.