



SY 2020-2021 Proposed Timeline & Process for School Renaming
(revised 3.5.21; 3.9.21; 3.18.21)

Month	Step
March/April	<p>STEP 1</p> <ul style="list-style-type: none">• Public Information Officer (PIO) publizes the opportunity to serve on the School Renaming Committees as well as process and timeline for renaming schools. widely; the PIO publizes the opportunity to submit nominations.• Chief Information Technology Officer (CITO) creates an online portal on the district's and schools' websites for submitting names and expressing interest to serve on a Committee. Information and directions related to the portal will include a link to Board Policy 9300: Naming Facilities & Memorials.• Proposed school names submitted via online portal on the district's website and each school's website to include the rationale and name and contact information of the submitter.

April/May

STEP 2

- **Principals form a broad, richly diverse School Renaming Committee** representing equal numbers of at least 3-4 of each: certified and/or classified staff; parents/guardians; students (if appropriate); community members & central office staff.
 - With the exception of the principal and staff, interested parties must provide **proof of residency** in the district; complete an application/form (to be created by Cabinet) that includes their **address, contact and demographic information and relationship to the school and district**. Applicants must note **why** they want to be on the school's School Renaming Committee, agree to **attend all meetings**, and **adhere to Charge Statement and ground rules**. Note in committee application portal that direct outreach may be needed to ensure a richly diverse group and that a lottery may be needed to select over represented groups
 - **Board members cannot recommend/suggest or select** School Renaming Committee members.
 - **A Meeting Facilitator is identified to facilitate and lead to meetings (n= 3-4) at both schools; Family Liaisons present to interpret at each meeting**
 - **Principals create a School Renaming Committee using a lottery system or additional outreach if needed**
 - List of proposed committee members will be **reviewed and approved by the Superintendent and Cabinet**.
 - **Principals maintain a list of approved alternative** School Renaming Committee members should a selected committee member have to step down.
 - **Cabinet develops the charge statement and ground rules** for School Renaming Committees to be reviewed at the beginning of each meeting.
 - School Renaming Committees will be **facilitated by the school's principal**.
 - **Board Policy 9300**: Naming Facilities & Memorials, will be provided in advance to all Committee members and will be reviewed at the first meeting. Board Policy 9300 provides the following process for naming school facilities:
 - 1. The name should not be so similar to the names of existing facilities as to cause confusion.
 - 2. The name should include a designation of the type of school, such as elementary, middle, or high, or a brief description of a specialized kind of school.
 - 3. The name of a person will not be used (if not waived by the Board).
 - 4. Preference will be shown for names with recognized geographic or historic significance.
 - The recommended name shall be submitted to the Board for readings at two different meetings prior to adoption.
 - **The Chief Equity Officer attends meetings as a participant**

	<p>observer; the Superintendent and Cabinet are given access to all meetings and can attend as participant observers, too.</p> <ul style="list-style-type: none"> ○ Attendance must be taken at each meeting. Principals share attendance records, meeting agendas and minutes with the Superintendent & Cabinet and keep all on file at the school and Central Office. ○ Chief Equity Officer provides regular updates on each Committee’s work and progress at Cabinet meetings. ○ School Renaming Committees research recommended names, choose top 3 by consensus or vote, and provide the list to the Superintendent and Cabinet along with the research for review and feedback. (The Superintendent may request additional information from the Committees.) ○ The School Renaming Committees present the recommended 3 names for first reading in a Board meeting to include the research and rationale on each. ○ The Board may solicit additional feedback through a public hearing or public comment period. ○ The Board selects a final name at a second meeting. (Or sends it back to the Superintendent if unsatisfied with the options presented).
<p>May/June</p>	<p>STEP 3</p> <ul style="list-style-type: none"> ● PIO communicates new schools’ names, research, and rationale widely in the district.
<p>June/July</p>	<p>STEP 4</p> <ul style="list-style-type: none"> ● COO works with principals and other district staff to update school names on school buildings, marquis, district website, band uniforms, flooring, carpeting, and anywhere else necessary. School mascot, colors, etc. do not change. ● Memorabilia from the previous name will be saved and offered to the Cameron and Stanford families first ● PIO and principals schedule and facilitate a school renaming ceremony.