

## **SELECTION OF NAMES FOR DISTRICT FACILITIES**

### **POLICY**

The Board of Education shall be the sole authority to approve or disapprove names for District facilities. Names for District Facilities may be approved or disapproved during any Regular, Continued or Reconvened Meeting of the Board of Education. Although the Board of Education shall carefully consider all recommendations for naming school facilities, the final responsibility and authority for officially naming a school facility rest with the Board of Education.

A facility is defined as any of the following: a campus or other site, a building or group of buildings, a room or group of rooms including classrooms, offices, laboratories, shops and conference or meeting rooms, or grounds owned or operated by the school district.

Before voting to approve or disapprove a name for a facility, the Board of Education shall conduct a first reading of the proposed name(s) during any regular, continued or reconvened Board of Education meeting to receive public comment on the proposed name of any facility. The second reading and the vote to approve or disapprove a name for any facility may be held during the same meeting of the Board of Education or at any succeeding regular, continued or reconvened meeting of the Board of Education.

One of the name selection processes included in the procedures for this policy shall be used to propose and select a name for a District facility. The guidelines for approving and developing plaques commemorating important events and the names of individuals or companies involved in the construction or development of a facility shall also be included in the procedures for this policy.

## SELECTION OF NAMES FOR DISTRICT FACILITIES

### PROCEDURES

#### I. SELECTION OF NAME

- A. Authority to Select a Name and Approve Building Plaques** - The Board of Education shall be the sole authority to approve or disapprove a name for any school district facility. A facility is defined as any one of the following: a campus or other site, a building or group of buildings, a room or group of rooms including classrooms, offices, laboratories, shops and conference or meeting rooms, or grounds owned or operated by the school district. The Board of Education shall be the sole authority to approve or disapprove building plaques for any school facility.
- B. Naming or Renaming a Facility** - When the occasion arises to name or rename a District facility, the Board of Education shall approve the name for the facility. The facility may be a newly-constructed facility, a previously unnamed facility, a previously named facility, or a newly-acquired facility.
- C. Requests for Naming or Renaming a Facility and Processes to be Used for Naming or Renaming a Facility** - A request to name or rename a facility may be initiated by students, staff, members of the Board of Education, patrons or groups in the communities served by the school district. One of the following processes shall be used when a facility is to be named or renamed.
- 1. Request by a Member of the Board of Education** - Any member of the Board of Education may propose a name for a facility or to rename a facility. The proposed name or change of name shall be submitted to any member of the Board of Education, any member of the Facilities Committee, or the Superintendent who shall place the item on the next meeting of the Facilities Committee for review. The request shall be presented in writing and shall include a rationale for the suggested name.

After meeting to review the proposed name, the Facilities Committee shall place the proposed name as an item on the agenda of a Board of Education meeting with one of the following recommendations: to approve the proposed name; to reject or disapprove the proposed name; or with no recommendation on the proposed name. The proposed name shall be placed on the agenda of a Board of Education meeting no later than 30 calendar days following the receipt of the proposed name.

2. **Request by a Board of Education Committee** - Any Standing Committee of the Board of Education may propose a name for a facility or to rename a facility. An Ad Hoc Committee may be appointed by the President of the Board of Education for the purpose of proposing a name for a specific facility. The proposed name or change of name shall be submitted to any member of the Board Facilities Committee, or the Superintendent, who shall place the item on the next meeting of the Facilities Committee for review. The request shall be presented in writing and shall include a rationale for the suggested name.

After meeting to review the proposed name, the Facilities Committee shall place the proposed name as an item on the agenda of a Board of Education meeting with one of the following recommendations: to approve the proposed name; to reject or disapprove the proposed name; or with no recommendation on the proposed name. The proposed name shall be placed on the agenda of an official Board of Education meeting no later than 30 calendar days following the receipt of the proposed name.

3. **Request by an Individual or Group of Individuals** - Any individual, including an employee, a student, or group of individuals, including employees and students, may propose a name for a facility or to rename a facility. The request must be in writing and addressed to the Superintendent or any Board member and must state a rationale for the suggested name. The proposed name or change of name shall be submitted to any member of the Board Facilities Committee or the Superintendent who shall place the item on the next meeting of the Facilities and Programs Committee for review.

After meeting to review the proposed name, the Facilities Committee shall place the proposed name as an item on the agenda of a Board of Education meeting with one of the following recommendations: to approve the proposed name; to reject or disapprove the proposed name; or with no recommendation on the proposed name. The recommendation shall be placed on the agenda of a Board of Education meeting no later than 30 calendar days following the receipt of the proposed name.

- D. **Selecting from More Than One Proposed Name** - When more than one name is proposed for the same facility, the Facilities Committee shall review all proposed names and place an item on a Board of Education agenda to: (1) recommend approval of one of the names; (2) recommend disapproval or rejection of all proposed names; (3) or make no recommendation on any of the proposed names. The item shall be placed on the agenda no later than 30 calendar days following the receipt of the proposed name.

**E. Names for a Facility** - Facilities may be named for one of the following:

1. Facilities may be named for persons, living or deceased, who are or have been outstanding civic or career and technology education leaders of local or national repute, or persons, living or deceased, who have made outstanding contributions to one or more of the communities served by the school district.
2. Facilities may be named for a geographic area or section of a community served by the facility or a geographic area or section of the State of Oklahoma. The name shall be clearly identifying, widely-known and recognized.
3. Facilities may be named or renamed based on their function or purpose.
4. A facility may be named after major financial contributors to the school district.
5. The Board of Education reserves the right to select other names that in the judgment of the Board of Education are deemed appropriate.

**F. First and Second Readings** - The Board of Education shall conduct a first reading of the proposed name(s) at a regular, continued or reconvened Board of Education meeting before approving or disapproving a name for a facility. Any individual who wishes to address the Board during the meeting may do so by signing up with the Clerk of the Board prior to the beginning of the Board of Education meeting. Each individual who addresses the Board shall be limited to five (5) minutes.

Any organization which wishes to be represented before the Board of Education during the public hearing shall identify one individual who shall be the spokesperson for the organization. The individual identified as the spokesperson for an organization shall sign up with the Clerk of the Board prior to the beginning of the Board meeting. Each individual who addresses the Board shall be limited to five (5) minutes.

Before voting to approve or disapprove a name for a facility, the Board of Education shall conduct a second reading of the proposed name(s) during any regular, continued or reconvened Board of Education meeting to receive public vote to approve or disapprove a name for any facility may be held during the same meeting of the Board of Education or at any succeeding regular, continued or reconvened meeting of the Board of Education.

**G. Plaques for Facilities** - The Board of Education shall approve any plaque attached to or displayed in a building that relates to the naming or construction of the facility.

Several types of building plaques may be used for new construction or remodeling of facilities. The various types of plaques include but shall not be limited to the following:

1. **Groundbreaking Plaque:** A plaque commemorating a groundbreaking ceremony may be placed in a facility. The plaque shall include the date of the

ceremony, name of the facility, names of board of education members who are in office at the time of the groundbreaking, architectural firm, construction firm, superintendent and key personnel designated by the superintendent may be included on the plaque.

2. **Building Dedication Plaque:** A plaque commemorating the dedication of a building, campus or other facility may be also be placed in a facility when deemed appropriate by the Board of Education. The plaque shall include but not be limited to the date of the dedication ceremony, name of the facility, names of board of education members who are in office at the time of the dedication ceremony, architectural firm, construction firm, superintendent and key personnel designated by the superintendent may be included on the plaque.
3. **Other Plaques:** A plaque commemorating other events related to the construction or remodeling of a building, campus or other facility may be also be placed in a facility when deemed appropriate by the Board of Education. The plaque shall include but not be limited to the date of the dedication ceremony, name of the facility, names of board of education members who are in office at the time of the dedication ceremony, architectural firm, construction firm, superintendent and key personnel designated by the superintendent may be included on the plaque.

- H. Advance Notice of Recommendation to Name a Facility** - The Superintendent shall be responsible for giving sufficient advance notice to permit patrons to appear at the Board of Education meeting when a name for a facility will be considered. Placing the item on a board agenda and posting the agenda in accordance with state law is considered sufficient advance notice.
- I. Other Considerations** - The Facilities Committee shall take into consideration the cost of signage, stationery, business cards and other related costs when making a recommendation to rename a facility.
- J. Final Authority** - Although the Board of Education shall carefully consider all recommendations for naming school facilities, the final responsibility and authority for officially naming a school facility rest with the Board of Education.