

## NAMING FACILITIES

The Board will consider requests from school and community groups to name a portion of a building, a single building on a campus with multiple buildings, or a specific area on the campus for a person, provided the proposed name has special significance and/or the person has made an outstanding contribution to the school or the school system.

Once a request has been advanced to the Board, the Board has two options:

1. Decide the facility should not be named.

The process steps

or

2. Each board member will select one representative from the community to serve on a review committee.

Responsibilities of the review committee are as follows:

- Review the educational opportunities provided by the facility
- Review the special significance and/or outstanding contribution of the person
- Explore at least two (2) additional names beyond the requested name
- Advance three (3) names for the facility to the Board

The Board may select one (1) name from the three (3) names advanced by the review committee to name the facility, or restart the process.

The Board shall have complete authority and responsibility for the permanent naming of District facilities.

The term "facility" shall refer to a new or existing school or District-wide complex owned and operated by the District. The term "portion of a facility" shall include a building, library, media center, auditorium, performing arts center, gymnasium, athletic field, or other portion of a school or support complex or property owned and/or operated by the District. A portion of a facility shall not include individual classrooms. The following guidelines shall govern the permanent naming or renaming of new or existing District owned facilities or portions of facilities. A facility or portion of a facility may be named for a person; in honor of an historic event or place; a subdivision or geographic area; or for a major donor.

### NAMING FOR A PERSON

The Board shall consider naming a facility or a portion of a facility for a person who meets the following criteria, as applicable:

1. The person has made or is making significant contributions to the District and represents virtues or characteristics that serve as a role model to learners, staff, and the community.
2. The person has made or is making significant contributions to public education and has a significant connection to the District as a learner, an alumnus, a staff member, an administrator, a donor, or a supporter.
3. The person has made substantial contributions to his or her field of endeavor or to society in general.
4. A facility may be named for a person who has made significant contributions during his or her term as a member of the District's Board of Trustees and who is not a current member of the Board at the time a decision on the naming of a facility is under consideration.

5. A facility may be named for a person who has worked in the District if the person has been in education for at least 20 years and is retired or deceased.
6. A portion of a facility, such as a library, an auditorium, or a gymnasium, may be named for a person who has worked in the District if the person has been a District employee for at least 10 years, and is retired or deceased.
7. A name may be used for facility naming purposes in the event a facility is consolidated or demolished.

Extensive research shall be conducted on a proposed honoree before a final decision is made regarding naming a facility or portion of a facility for a person.

### **NAME FOR EVENT, PLACE, SUBDIVISION, OR GEOGRAPHIC AREA**

The Board shall consider naming a facility or portion of a facility in honor of an event or place, subdivision, or geographic area subject to the following:

1. If more than one community will be served by a particular facility, the facility shall receive a “neutral” name.
2. A facility named for an historic event shall have major significance to the District, the city of Brookings or Aurora or the state of South Dakota.

### **NAME FOR MAJOR DONOR**

The board shall consider naming a facility or portion of a facility in honor of a major donor. Specific District guidelines shall be developed for corporate or individual sponsorship of schools. The guidelines shall specify required level of monetary or in-kind donations, as well as appropriateness of the sponsor.

### **RECOMMENDATION PROCESS FOR NAMING NEW AND EXISTING FACILITIES**

Except in circumstances where a new or existing facility may be named for a major donor, the Board may request the Superintendent to solicit names for a specific facility and direct the Superintendent to form a committee for the purpose of proposing a name. A person who wishes to submit a name for consideration should identify the facility and provide a clear, concise explanation of why the name should be honored. Supplemental materials such as news clippings, letters of recommendation, and other printed resources may be submitted along with the nomination. Nominations may be made by letter or by using the form available from the District. Nominations should be submitted by mail or email to the Board. The selection committee shall be comprised of at least two Board members appointed by the Board President, the site administrator (if identified), and two parents from the attendance zone involved (if the facility is a school) or two parents from the Parent Teacher Council and others as deemed appropriate. The committee shall be chaired by the Superintendent or designee. The committee shall review all submitted names and supporting documentation and shall conduct background research to determine whether the names meet the requirements of this policy.

The committee shall schedule a public forum to solicit input on the selected name and shall reconvene after the public meeting to consider the information received. The public forum shall be held in a District facility near the location of the facility to be named or at equally appropriate location. If there is evidence of adequate support from the public for a specific name, or in the absence of credible opposition to the name, the committee shall submit the name to the Board for its consideration. If public support is not evident during the public forum, the committee may choose to consider another name. The committee shall select a name to be recommended to the Board through decision-making consensus. Decision-making consensus is defined as the apparent preference after each committee member has had an opportunity to participate in the discussion.

Except in circumstances where a portion of a facility may be named for a major donor, the Board may request the Superintendent to solicit names for a specific facility and direct the Superintendent to form a committee for the purpose of proposing a name. A person who wishes to submit a name for consideration should identify the portion of the facility and provide a clear, concise explanation of why the name should be honored.

Supplemental materials such as news clippings, letters of recommendation, and other printed resources may be submitted along with the nomination. Nominations may be made by letter or by electronic submission to the District. Nominations should be submitted by mail or e-mail to the Board. The selection committee shall be comprised of at least two members of the Superintendent's cabinet (appointed by the Superintendent), the site administrator, and two parents from the attendance zone involved (if the facility is a part of a school) or two parents from the district at large, and others as deemed necessary. In addition, the selection committee may include one or more members of the Board appointed by the Board President as long as a quorum is not created or present. The committee shall be chaired by the Superintendent or designee. The committee shall review all submitted names and supporting documentation and shall conduct background research to determine whether the names meet the requirements of this policy. If there is evidence of adequate support from the public for a specific name, or in the absence of credible opposition to the name, the committee shall submit the name to the Board for its consideration. The committee shall select a name to be recommended to the Board through decision-making consensus. Decision-making consensus is defined as the apparent preference after each committee member has had an opportunity to participate in the discussion.

A facility or portion of a facility may be renamed based on a programmatic change if the new name would not affect the namesake of the facility or portion of the facility. This type of name change would only require the recommendation of the Superintendent's Cabinet. For example, if a library had been named after an individual, such as the John Doe Library, and the term for "library" changed to "media center," a recommendation could be made for the name to be changed to the John Doe Media Center.

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