



OFFICE OF THE ASSISTANT SUPERINTENDENT
LEADERSHIP DEVELOPMENT AND SYSTEMS INNOVATION

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MEMORANDUM

Date: July 31, 2015

To: Karen Janney, Ed.D., Superintendent

From: Dianna Carberry, Ed.D., Asst. Supt., Leadership Development and Systems Innovation *de*

RE: Naming of Facility – Mar Vista High School Library

A petition to name Mar Vista School's Library after Mr. W. Burke Mills was submitted by a Mar Vista High School Alumni. The petition is signed by 101 community members.

After receiving the petition and reading the *Naming of Facilities* policy (attachment), a committee is currently being formed. Mr. Jaime Mercado will chair the committee.

Additional information is forthcoming as the request is processed.

I am available if you have any questions and/or recommendations.

DC:ygh
Attachment: Board Policy 7310, Naming of Facility

NAMING OF FACILITY**Initiating a Naming or Renaming Request**

A request that the Superintendent consider the naming or renaming of a school facility may be initiated by one or more Board members, school personnel, a group of 25 or more students, a school-related organization (i.e., the Parent-Teacher Association), or a community organization with 25 or more members operating within the jurisdictional boundaries of the district.

A written request shall be submitted to the Superintendent or his/her designee. The request shall identify the facility proposed for naming or renaming. The facility to be named or renamed can be an entire school campus, a building on a school campus, or a discrete lawn area, garden, tree, or other landscape or natural feature. The request should include the rationale for nominating the particular school facility and may include documentation to demonstrate that the name meets the district's naming guidelines.

Appointment of the Naming Committee

The Superintendent may appoint a Naming Committee charged with investigating the naming or renaming of a school facility. For an entire school campus or a building on a campus, the Superintendent may appoint a committee of not less than five persons reflecting the diverse interests inside and outside the school concerned with naming or renaming a school facility. For a discrete lawn area, garden, tree, or other landscape or natural feature, the Superintendent may appoint a committee of not less than three persons reflecting the diverse interests within the school.

The following people shall not be considered for the committee:

1. Employees of the district
2. Relatives of Board members or district employees
3. People who are in a non-district supervisor/subordinate relationship with a Board member or an employee of the district.

Committee Duties

The Naming Committee may be required to conduct at least one public meeting to consider the district's guidelines for naming or renaming school facilities including public comment from

NAMING OF FACILITY (continued)

interested parties. Following the hearing the Naming Committee shall prepare a written recommendation to the Superintendent or his/her designee regarding the naming or renaming of a school, a building, or other school facility.

Naming Guidelines

1. Naming or re-naming based upon location

A school facility may be named or renamed based upon the geographic area in which the school, building, or other facility is located

2. Naming or re-naming based upon the name of a person

a. A school, building, or other facility may be named or renamed based upon the name of a deceased historical figure of national, state, or local prominence or a living person.

b. A school, building, other facility may be named or renamed based upon the name of a deceased historical figure or a living person, if the record shows the following:

- (1) The person for whom a school facility is to be named or renamed is well known and recognizable in the community.
- (2) The accomplishments and contributions to society of the person for whom a school facility is to be named or renamed should be meaningful, relevant, and of significant impact to the broader community that the school district serves and not just the group seeking the naming or renaming.
- (3) The demographic composition of the community should be taken into account when reviewing the accomplishments, deeds, or acts of a living person for whom a school facility is to be named or renamed so as to assure that such acts are not in contradiction to community customs and standards.
- (4) The accomplishments and contributions to society of a person for whom a school facility is to be named should be relevant and meaningful to future generations, and not only the present group seeking the naming or renaming.

NAMING OF FACILITY (continued)

- (5) Evidence of broad support for a naming or renaming proposal may be found in the number of persons and the character of the testimony at the public meeting conducted by the Naming Committee.
- c. The naming Committee shall not recommend that a facility be named after a living person employed or formerly employed by the district unless there are extraordinary reasons for such a recommendation, which the Naming Committee shall set forth with specificity and in writing to the Superintendent or his/her designee.

Superintendents Action

The Naming Committee shall forward its recommendation on a naming or renaming application to the Superintendent or his/her designee. The Superintendent or his/her designee shall review the Naming Committee's recommendation for consistency with the district's naming policy and regulations.

After considering the recommendations of the Naming Committee and any public input, the Superintendent shall take action to approve, reject, or modify the Naming Committee's recommendation. If the Superintendent rejects a naming or renaming application the Superintendent shall not consider a new naming or renaming application based upon the same name for three years.

Subsequent to the Superintendent's selection of the naming or renaming of a facility, in order to keep the board informed, the Superintendent shall submit a ratification item to be approved by the board of trustees.

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35161 Authority of governing boards to delegate