



Process for Naming a MMSD Building Board Policy 6700

Board seeks names for a proposed naming of a building.

or

Board receives a proposal* to rename an existing building.

Board officers and Superintendent determine when Board will take up the rename.

30-day period starts when names or comments can be received from the public.

After the 30 days the Superintendent shall:

Prepare a list of the proposed names.

Publicize the list of proposed names to the public and if it is a new building seek written comments to the proposed names from the public. The public shall be given a minimum of thirty (30) days to comment on the list of proposed names.

Review each proposal and the comments received from the public.

Conduct any additional needed research on the proposed names.

Provide to a Citizens Naming Committee appointed by the BOARD OF EDUCATION a list of all the proposed names, copies of the public comments received on the proposed names, and any additional research conducted on the proposed names.

Call the first meeting of the Citizens Naming Committee and provide assistance to the Committee as needed.

Board of Education Role:

1. Appoint a Citizens Naming Committee. The Citizens Naming Committee shall consist of twelve individuals and a chairperson appointed by the Board President and approved by the BOARD OF EDUCATION. Each Board Member may recommend up to five names to serve on the Committee, and the Board President shall select Committee members from these names. The BOARD OF EDUCATION shall strive to ensure that the Citizens Naming Committee is representative of the District as a whole.
2. The chairperson will be selected by the President of the BOARD OF EDUCATION.
3. Establish a date by which the work of the Citizens Naming Committee must be completed.

*Proposal Criteria:

1. What individuals/groups are proposing the name? What is the proposed name?
2. Madison Metropolitan School District schools may be named after a prominent national or local figure who is deceased, a locally significant geographical site, a place of local significance, or an idea or concept which represents a broadly respected civic virtue. Into which of these categories does the proposed name fall?
3. If the proposed name is a prominent local or national figure who is deceased, describe why this person is considered prominent. "Prominent" is defined as "widely and popularly known."
4. If the proposed name is a prominent local or national figure who is deceased, what is the significance of the person specifically to the Madison Metropolitan School District that it should choose to name a school for this particular person over others of similar prominence?
5. If the proposed name is a locally significant geographical site or a place of local significance, what is the significance to the Madison Metropolitan School District? For what reason would the Madison Metropolitan School District choose to name a building for this particular geographical site or place of local significance?
6. If the proposed name is an idea or concept which is a broadly respected community value, what is the significance of this idea or concept to the Madison Metropolitan School District? For what reason would the Madison Metropolitan School District choose to name a building for this particular idea or concept?

The Citizens' Naming Committee shall:

Review the list of proposed names, the public comments received, and the research provided by the Superintendent.

Determine that the proposed names meet the naming criteria established by this Policy.

Seek additional public comment, if desired.

If the new name is for an existing building, recommend up to four names to the BOARD OF EDUCATION which meet the naming criteria established by this Policy and provide the reasons for the Committee's recommendation.

The **CNC** shall hold a public hearing on their recommended proposed names at least fourteen (14) days prior to making a decision on the naming,

The **CNC** shall vote on a name and submit it along with the other names to the Board

The **Board of Education** shall approve a name from the names forwarded from the CNC.

The administration will work with the School to move forward and support the renaming of the school.

The names should be published both by the school and on the district website/newsletter. Proposals and comments on names are to be submitted to the Board of Education. The Clerk of the Board shall track all proposals and comments received by the Board.