

## FACILITIES DEVELOPMENT

File: FFA-R

### NAMING OF FACILITIES AND GROUNDS

This regulation provides the procedures for action on a recommendation to name a one of a kind type of facility either at a building level or division level, other than an entire school, unless the School has approved the use of this procedure for the naming of a specific school. It should be recognized that the purpose of considering naming any school facility or object for an individual is to honor that person's truly exceptional contribution to the school system. Longevity of an employee, for instance, would be but one consideration. There are many reasons, however, that a naming recognition may not be granted, even for highly valued individual and longtime employees. The purpose of this procedure is to create a pleasant surprise or honor for a truly exceptional individual's contributions. All nomination deliberations should be kept confidential.

The Charlottesville City School Board will retain the sole authority to name all Board-owned properties, facilities and portions of facilities.

Additional the Board reserves the right to decline any recommendation, request or donation which does not meet the school division's mission and strategic plan. In addition, the division encourages its leaders and staff to look for other ways to recognize outstanding individuals after they have left or have formally announced leaving the division. One such method is through the creation of "Walls of Fame" as appropriate at the building, and the facility level. For each such wall, there must be written procedures and criteria for determining who is added to the wall, and the procedures as well as the location of the wall must be approved by the Superintendent or his or her designee.

If a naming nomination is not approved by the Committee and the School Board, the same person may nevertheless be nominated again for facility naming in future years if significant new information is available and after at least two years have passed from the date the person was last nominated. A person may not, however, be nominated more than a total of three times.

#### Procedure for Naming Recommendations and Approval

Any person or group may make a formal naming suggestion by submitting a written Nomination for Naming Form to the Superintendent.

For nominations regarding one of a kind type of facilities, the Superintendent shall create an adhoc Naming of Facilities Committee who will review the requests and make formal recommendations to the School Board. This committee will be appointed by the Superintendent and include the principal and at least two teachers from the school where the facility, room, or object under consideration for naming is located. The committee will also include at least one division administrator, two School Board members (chosen by the chairperson and may include the chairperson), and two community representatives as well as any other individuals who could add a helpful perspective on the nomination and/or the facility in question. The appointed school board members will keep the full board apprised of the nomination process.

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Recommendations will be reviewed in a timely manner by the committee.

The committee will use the following criteria for recommendations:

A person for whom a recommendation is being made to name a facility, room, or area of a building must have made a significant contribution to the division over a widespread period of years. The contribution must have had a lasting impact on staff, teachers, students, parents, and/or the community, and the individual's contribution was exceptional and well beyond expectations.

The nomination form will include:

1. a description of the facility, room, or object that is the subject of the naming suggestion and provide relevant information, including the connection between the person/group and the facility.
2. an explanation regarding how the person being recommended meets the criteria
3. any information regarding the current name of the facility or the area near the facility if the current name is a relevant consideration
4. suggestions for any necessary signage changes if approved.

If the nominator desires, he/she may present the recommendation in person to the committee; however, deliberations of the committee will be private.

The committee may request additional information and meet as many times as necessary to come to a decision.

The committee may decide:

1. to recommend the nomination to the School Board.
2. to decide the nominee be considered for addition to an existing or newly created Wall of Fame.
3. not to make a recommendation.

The nominator will be notified of the decision of the committee.

No recommendation will be made to the School Board if the committee's decision is not to proceed with the naming dedication recommendation.

If the committee decides to make a dedication/naming recommendation to the School Board, the person or family of the person being recommended, will be notified to get permission to make the recommendation to the School Board.

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If the decision is to proceed with the dedication/naming, the recommendation will be made to the School Board at a School Board meeting and the Board may choose to vote on the recommendation at the same meeting the recommendation is first brought to the Board.

The Board has final approval of the recommendation. The School Board will base its decision on whether the proposal serves the best interest of the division and is consistent with the division policies, mission, strategic plan and criteria set for naming.

Signage changes or additions will be made as soon as practical.

If situations warrant, the School Board may rename or nominate a new name for a facility.

Examples of these situations include:

1. a future nominee matches and/or exceeds those standards of the person(s) or business(s) for whom the facility is currently named.
2. after naming, the recognized person engages in activity that is not in agreement with the mission of the school division.
3. a significant donation is made to the school division with naming requests (more information is included in the next section of the regulations).

For Wall of Fame recommendations and other smaller naming recognitions (benches, trees,..), a school based committee will be appointed by the principal to potentially include faculty members from various departments or programs and parents as appropriate who will meet and consider the recommendation to the Wall of Fame.

### Naming Recognition for Donations to the School Division

The School Board provides recognition for significant financial contributions to Charlottesville City Schools, and may consider naming facilities or parts of facilities as part of that recognition.

When a nomination or donor request is made, to recognize the contribution, the Superintendent may create an adhoc Naming of Facilities Committee who will review requests and make formal recommendations to the School Board. The committee will include the Superintendent, two division administrators, and two School Board members (chosen by the chairperson and may include the chairperson), and any other individuals who may bring a useful perspective to the deliberations. The appointed school board members will keep the full board apprised of the nomination process.

Recommendations will be promptly reviewed by the committee.

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If the nominator or potential donor(s) desires, he/she/they may present the naming idea in person to the committee; however, deliberations of the committee will be private.

The committee may request additional information and meet as many times as necessary to come to a decision.

The donor or nominator, as appropriate, will be notified of the decision.

No recommendation will be made to the School Board if the committee's decision is not to proceed with the naming/dedication recommendation; however, if the committee's decision would mean the loss of a donation to the school system, then any member of the School Board may at an open meeting, make a motion to have the matter put on a future school board meeting agenda for consideration by the full School Board. The motion must be properly seconded and receive a majority vote of the Board before the naming opportunity would be placed on a future agenda for consideration. It is recommended that a School Board member get approval from the potential donor prior to making the motion, and it is further recommended that the Board member mention only the facility to be considered for naming but not mention the potential donor's name in order to avoid possible embarrassment to the potential donor, in the event a majority of the Board does not agree to even further consideration of the issue.

If the committee decides to accept the naming request and recommend the acceptance to the School Board, the donor will be notified to get permission to make the recommendation to the School Board. The naming recognition may include a time limitation or other qualifications.

The recommendation will be made to the School Board at a School Board meeting and the Board may choose to vote on the recommendation at the same meeting the recommendation is first brought to the Board.

The Board has final approval of the recommendation. The School Board will base its decision on whether the proposal serves the best interest of the division and is consistent with the division policies, mission, strategic plan and criteria set for naming.

If situations warrant, the School Board may rename or nominate a new name for a facility. Examples of these situations include:

1. a future nominee matches and/or exceeds those standards of the person(s) or business(s) for whom the facility is currently named.
2. after naming, the recognized person or business engages in activity that is not in agreement with the mission of the school division.
3. another significant donation is made to the school division with naming requests

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File: FFA-F1

NOMINATIONS FOR NAMING FORM

It should be recognized that the whole purpose of considering naming any school facility or object for an individual is to honor that person's exceptional contributions to the school system. Longevity of an employee for instance would be but one consideration. There are many reasons, however, that a naming recognition may not be granted even for very highly valued individuals and longtime employees. Consequently, it is recommended that all involved in the nomination and the naming consideration, keep the idea and deliberations confidential, including from the individual under consideration for the honor, in order to try to avoid negative feelings that could result if a naming honor is not granted. The purpose of this naming policy and procedure is to create a very pleasant surprise for a truly exceptional individual's contributions; and having the procedure lead to bad feelings for highly respected, valued individuals and/or long time employees would be most unfortunate.

Name of Person Making the Recommendation for Naming: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Recommendation for Naming:

Recommended Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name and Address of Family Member if Deceased: \_\_\_\_\_

\_\_\_\_\_

Please describe the facility, room, object, or portion of facility for naming:

\_\_\_\_\_

\_\_\_\_\_

The criteria for naming is as follows:

A person for whom a recommendation is being made to name a facility, room, or area of a building must have made a significant contribution to the division over a widespread period of years. This contribution has a lasting impact on staff, teachers, students, parents, and/or the community. The individual's contribution was exceptional and well beyond expectations.

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Please explain how the recommended person meets the criteria (feel free to add pages and submit other relevant documentation).

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Is the recommended person already aware of this nomination? \_\_\_\_\_ (Again it is recommended that the nominated person not be notified until and unless the a favorable decision has been reached)

If a change is signage will be required, is there a plan for covering any costs associated with the signage change?

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You will also be given an opportunity to present the nomination in person if you wish to any committee formed to consider the nomination, and in any event you will be notified of a decision promptly once it is made. If the nomination is not successful the person may be nominated again if there is significant new information to present and only after a period of at least two years has passed. A person may only be nominated a total of 3 times.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date