

Facilities

NAMING OF FACILITY

AR 7310

The Governing Board believes that the naming of district and school facilities and real and personal properties offer a unique opportunity to acknowledge the functions of the facilities as each relates to the educational tradition and themes of the district; to recognize significant gifts to the schools and district; and to honor the distinguished service of an individual or groups of individuals to the Pasadena Unified School District and its schools. The naming of facilities and properties shall, in addition, recognize cultural, ethnic, national, and gender diversity with fairness, dignity, compassion, and procedural consistency. Additionally the Board understands that district facilities are assets of the District and will name facilities only after judicious scrutiny has been undertaken.

The Board will name all district facilities and properties such as buildings; major portions of buildings; stadium, baseball, and other athletic fields as well as major areas of assembly or activity; plazas, commons, and other large areas of campus circulation; and all other highly visible facilities and properties. (Education Code 35160)

Each proposal for the naming of a district facility or property shall be considered on its own merits. No commitment for naming shall be made prior to Board approval of the proposed location and name.

No two schools in the district shall be given the same name.

Criteria for Naming District Buildings and Properties

The request to name a facility shall be submitted to the Superintendent of Schools.

The Board of Education shall name district facilities and district-owned properties or leased buildings in recognition of:

1. Individuals, living or deceased, who have made significant, lasting, and memorable contributions to the county, community or to education
2. Individuals, living or deceased, who have made historic contributions of state, national, or worldwide significance
3. Individuals, living or deceased, who have had significant, lasting, and memorable impact on the district or a particular school

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4. Individuals, businesses, organizations, or other entities who/which have provided significant funding for a physical facilities project, including construction or renovation of a facility, building, or site or for the implementation or support of an educational program
5. Individuals, businesses, organizations, or other entities who/which have provided a significant donation or financial contribution
6. The geographic area in which the school or building is located

In special circumstances, the Board of Education may waive any or all of the above criteria.

When a gift to the district is involved in the naming of a facility or building, the Board shall consider the significance and amount of the proposed gift as either or both relate to the completion of a facility or to the enhancement of the facility's usefulness to the district and/or school. For an amount to be considered significant it shall either fund:

1. The total cost of the facility to be named, or
2. Provide funding, or that portion of the total cost, which would not have been available from any other source, or
3. Is integral to the project's completion.

No expenses shall be incurred by the district for the naming of a building, facility, or properties, when the naming occurs as a result of a proposal submitted by an individual, group of individuals, businesses, organization, or other entities unrelated to the district.

Naming New Facility Advisory Committee

The Board encourages community participation in the process of selecting names for newly constructed facilities and shall appoint a citizen advisory committee to solicit and review name suggestions. The committee will be comprised of the Superintendent, or his representative, as chairperson, an administrator from a different site, and at least five other citizens and students, two of whom are to be recommended by the Board of Education. Citizens, board members, students, and school personnel may submit names for

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consideration by the committee. Such submission shall be publicly noticed. The committee shall then submit for Board consideration a minimum of three names to the Board, along with the rationale and supporting documents for each name submitted.

(cf. 1220 – Citizen Advisory Committees)

For purposes of naming individual buildings of facilities, multiple committees may be operating at the same time.

Notification of Name Submission for New Facilities

The Facility Advisory Committee shall publicly notice, not less than thirty (30) days prior to making its final recommendation to the Board, its intent to accept names for schools, individual buildings or facilities by having submission requirements and posted at two (minimum) public locations (for instance, the public library, City Hall, or School District main office.

Such notification shall state the following:

- a. The purpose of the notification;
- b. The criteria by which the names will be reviewed and considered;
- c. The date and time by which names are to be submitted;
- d. The address to which the submissions are to be delivered;
- e. The date, time, and location of the Board meeting at which the committee's recommendation will be presented for Board consideration

The Facility Advisory Committee shall review the submitted names and letters, and using the selection criteria, reach consensus and make recommendations to the Board at a regularly scheduled public meeting for the Board's consideration.

Any names not approved by the Board may be resubmitted for consideration during the next school, individual building or facility naming process.

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The Board of Education will make the final determination of the name of schools, individual buildings or facilities.

Naming Existing Facilities Advisory Committee

Upon receipt of a request to name a part of an existing facility or athletic field, the Superintendent shall place the request on the board agenda for board approval to proceed with a review of the request. If approved, the Superintendent shall name a staff person to chair an *ad hoc* committee to consider the following criteria:

1. Outstanding contributions of the individual to education;
2. Outstanding contributions of the individual to the nation;
3. Outstanding contributions of length of service to the Pasadena Unified School District and to the educational community.
4. Individuals, businesses, organizations, or other entities who/which have provided significant funding for a physical facilities project, including construction or renovation of a facility, building, or site or for the implementation or support of an educational program
5. Individuals, businesses, organizations, or other entities who/which have provided a significant donation or contribution

Upon approval of the Board to establish the Committee, the requesting party shall be responsible for submitting documentation to the Committee within 15 calendar days to support each of the areas above.

The Composition of the Committee shall include, but shall not be limited to, an administrator from a different site, a representative of UTP, CSEA, and Teamsters, a parent, member of the community and a student if appropriate.

A Notice of Committee meetings shall be posted at the school site in question with a request for written and/or verbal input to the Committee. Committee meetings shall be open to the public and shall include time for public input.

A written report with a recommendation supported by a unanimous vote shall be submitted to the board within 90 days of board action to establish the Committee.

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Acceptable Forms of Donations

In recognition and appreciation of an individual, family, organization, non-profit foundation or corporation for significant financial or service contributions, the Board may name facilities, grounds or programs in honor of significant contributors of funds or service to the District according to the following guidelines:

1. Acceptable forms of gifts to result in a naming include: cash, appreciated securities, real property, and under special circumstances, life income gifts (charitable remainder trusts), gifts through estate planning, and gift-in-kind. Naming opportunities shall be available for a deferred gift if the gift is irrevocable and the Foundation office is provided with a copy of the duly signed and executed estate planning document designating the gift as irrevocable. In most cases, gifts may be made through legally binding pledges fulfilled within no more than five years.
2. In instances when private funds are needed to pay for immediate remodeling, renovation and/or construction, donations made through irrevocable deferred gift techniques shall not be accepted. A naming opportunity may, however, be accepted for an existing, unnamed facility not requiring major remodeling or renovation as long as the irrevocable deferred gift technique has been analyzed and approved by an actuarial study and depreciated over the life expectancy of the donor.
3. The Board shall take into consideration the significance and amount of the proposed gift or gifts or service as either or both relate to the realization, completion or enhancement of a facility or property.

Renaming Existing Facilities and Properties

When a school, major facility, or other significant area, such as a commons, athletic field or other large assembly area, has been named, the district will continue to use the name as long as the building or area remains in use and serves its original function. The renaming or discontinued use of a name for an existing school, major facility, or other significant area shall occur only after considering the historical significance of the name to the school, major facility,

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or other signification area and a thorough study that justifies the renaming or discontinued use of a name.

Replacement/Removal of a Name

The District shall honor a naming opportunity for the life of the facility, unless otherwise noted at the time of the naming, and, if a name is associated with a program, for a specified period of time as noted in the gift agreement at the time of the naming in the Board resolution.

In the event that a name must be removed during the remodeling of a facility or if a facility is destroyed in a natural disaster and is rebuilt for its original purpose, or the building, facility or area has changed substantially, the Board may decide to retain the name according to the original naming resolution, name another comparable room or facility, or discontinue the use of the name.

In the event a building or facility is completely replaced with new construction, not due to a natural disaster, or its purpose is drastically altered through remodeling, the Board reserves the right to add to, or alter, the naming opportunities of the new facility. In such a case, the original naming recognition shall be suitably commemorated in the new facility, e.g. by a plaque placed in a prominent location.

When a facility or portion of a facility is proposed for renaming, the District shall make all reasonable efforts to inform in advance the original donors or honorees and their immediate family members.

Only in extraordinary circumstances would the name of a facility which ceases to exist be moved to another facility, and then only by vote of the Board.

If at any time following the approval of a naming, circumstances change substantially so that the continued use of the name may compromise the public trust, the Board reserves the right to remove a name from any and all named facilities, grounds or programs.

Circumstances that may lead to the removal of a name include:

The commission of a heinous crime or involvement in an egregious action by an individual, corporation or organization whose name appears on a naming opportunity.

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Donor failure to fulfill gift commitments as specified in the gift agreement.

The Board reserves the right to change the name of any facility named after an organization or corporation is dissolved or after the Board determines that the individual, organization, or corporation no longer represents the character and community values that were present at the time the facility was named.

Written Agreement Required

An agreement between the district and a gift donor shall be prepared in writing by the Foundation to memorialize the conditions associated with a donation, or donations over time, that result in the naming of a building, facility, grounds or program.

Memorials and Recognition for Students, Staff or Community Members

Permanent memorials for recognition honoring students, staff or community members living or deceased shall be limited in form to mounted plaques, perpetual awards or scholarships, plantings, or collections of books or items of historical or educational significance. Appropriate manners of recognition may be placed on a building, classroom, athletic field or other area on campus in commemoration of the students, staff or community members. Memorials and recognition shall be limited to one per name, per site.

For honoring deceased students, staff or community members, the Board encourages school sites to establish an area for displaying recognition such as a perpetual plaque.

All plans for the establishment of a memorial must have the approval of the Superintendent or designee and the school principal. The Superintendent or designee and school principal shall ensure that any type of structural memorial, such as walls, plantings, etc., conforms to the district or school's established design and maintenance parameters as well as the architecture or setting of the facility and blends with existing memorials. The Board shall be notified by the Superintendent when a request is received for the establishment of a memorial.

Regulation

Adopted: January 9, 2001
Revised: November 8, 2011

PASADENA UNIFIED SCHOOL DISTRICT
Pasadena, California