

Tumwater School District Procedures

NAMING OF SCHOOLS, PUBLIC SPACES WITHIN AND PUBLIC AREAS

The School Board may direct the superintendent to develop a proposed process to recommend possible names for school sites, public spaces within, and all other facilities on district-owned property operated by the school district at any time. In developing a proposed process, consideration shall include but not be limited to the following goals of the board:

- Ensure all affected stakeholders are provided opportunities to engage in the process and/or provide input.
- Ensure ample time is provided to engage stakeholders and to develop recommendations for the Board's consideration.
- Ensure that the timeline considers applicable project schedules to ensure naming is completed prior to the opening of any new or modernized facility.

The superintendent will present the proposed process and timeline to the Board for review and consideration at a public meeting as soon as reasonably possible or on a specific date/time the Board determines.

Upon approval of the naming process and timeline, the superintendent or designated facilitator will be responsible for providing the Board with monthly updates regarding the process. The superintendent may also propose and recommend modifications to the process or timeline, at any time, to address unforeseen circumstances or issues which may emerge during the process. These modifications must be approved by the Board.

The Board may adopt a name, refer the matter back to the superintendent for further study, or take no action. In the event the matter is referred back to the superintendent, additional procedures and timelines will be developed for the committee consistent with input and guidance provided by the Board at the time this decision is made.

In recognition of the efforts of those involved in major facility projects, a plaque containing the following information will be attached to any new building or any building with a major modernization project completed:

1. School name
2. Board-approved construction date
3. Completion or dedication date
4. Name of Board Members as of the Board-approved construction date in the following order:

- a. President
- b. Vice President
- c. Members – alphabetically
- d. Superintendent as of Board-approved construction date
- e. Architect and contractor names
- f. Capital Projects Administrator

Formal dedication of new schools, new buildings, and other completed projects identified by the Board shall take place on a date and time approved by the Board.

IMPLEMENTED: June 16, 2016

REVISED: October 3, 2016