

## 808 NAMING NEW FACILITIES

### I. PURPOSE

The purpose of this policy is to provide guidance to the School Board on the naming of new facilities.

### II. GENERAL STATEMENT OF POLICY

The School District recognizes the importance and significance of naming facilities. School District facilities (buildings or sites) shall be given names likely to retain meaning for students and citizens during the projected life of the facility and shall be consistent with the School District's mission statement. Names may reflect geographic location, topographical character, significant historical or social events, concepts central to democracy or prominent persons of local, national or international repute who have made lasting contributions to society. The Superintendent of Schools may authorize appropriate activities designed to develop recommendations for School Board consideration. The School Board shall make the final decision in naming any building or facility.

### III. NEW FACILITY PLANNING TEAM

- A. The Planning Team for a new facility shall design and implement a process to develop name recommendations for School Board consideration (e.g. – surveys to all families within the facility's attendance area, contests, public forums, etc.). This may be subject to School Board input.
- B. The Planning Team shall research the attendance area of the new school for significant historical/social/community members of the area for consideration.
- C. The Planning Team for a new facility shall advertise this information in both weekly issues of the **Echo Press**, community newsletters, building newsletters, district web site and district publications.
- D. The Planning Team shall forward four (4) names to the School Board for consideration. This may be subject to change through School Board input.
- E. The Planning Team may conduct a survey of all families.
- F. When determined to name a school building prior to the organization of the planning team, the School Board shall direct the Superintendent to establish a committee comprised of the Superintendent or designee, School Board member(s), administration, district staff, parents, community members and if appropriate, students, to consider the name recommendation for consideration by

the board. This committee format shall have community members that are representative of the entire school district.

#### **IV. BALLOTING PROCEDURES**

- A. Ballots listing all of the proposed name recommendations will be given to each board member present.
- B. In the first round of voting, board members will receive one less vote than the total number of proposed names. Two district staff members will tally the vote and will read aloud the votes of each board member, stating the board member's name and their vote.
- C. The proposed name(s) receiving no votes OR the proposed name(s) that receives the lowest vote count providing it is less than 50% of the votes cast will be eliminated. If a name receives a majority vote, that name will move on to the next round of voting.
- D. Balloting will continue in this same manner until all but two of the proposed names have been eliminated. At that point, a final vote will be taken. Each board member will be limited to one vote. The name receiving the highest number of votes will be selected. In the event of a tie, board members will continue this balloting procedure until one name receives a majority vote.
- E. The resolution to approve the new name shall be a public vote at a regular board meeting and recorded in the meeting minutes.
- F. The School Board retains the right to amend, by a majority vote, these procedures during the voting process.

Policy Adopted: 8/18/08  
Policy Revised: 6/15/20, 5/16/22, 12/16/24  
Alexandria Public Schools - No. 206  
Alexandria, Minnesota