

School Board Policy FF: New School Facilities Naming Process



West End Elementary School Naming Committee Meeting
November 8, 2017



School Board Policy FF: New School Facilities Naming Process

- “Newly Constructed School Facility”
- School Board Responsibilities
- School Facilities Naming Committee
- Committee Responsibilities
- Naming Guidelines
- Timeline: New West End Elementary School

School Board Policy FF: *Public Dedication of Facilities*

“Newly Constructed School Facility”

- Was not in existence for its intended use prior to completion of construction

or

- Is not a reconstruction of existing school facility that will continue operating under same name

School Board Policy FF: School Board Responsibilities

- Appoint members to ad hoc *School Facilities Naming Committee*
- Consider Committee's recommendations
- Select and approve name in time for school division to purchase and install signage, etc.

School Board Policy FF: School Facilities Naming Committee


10 Alexandria Citizens + Committee Chair

- Chair: School Board Vice Chair
- 9 Members: 1 Nominated by each Board Member
- 1 Member: Nominated by City Council

School Board Policy FF: Naming Committee Responsibilities

- Develop tasks and timetable for recommendations to Board
- Community outreach to solicit recommendations
 - Board Clerk and Director of Communications provide staff support to Committee
- Review all recommendations
 - Made by community or Committee members
 - Made within specific time period
 - Submitted in writing/email to Board Clerk
- Submit ≥ 3 recommendations to Board
 - Allow time for purchase and installation of signage and materials

School Board Policy FF: Naming Guidelines

- U.S. Presidents
- Virginia historical figures
- Person, business, or corporation that has made significant or extraordinary contribution to City of Alexandria
 - Contribution: education, public service or involvement in civic or cultural activities over extended period of time
- Places or historical events related to facility or location
-  **Names that cause confusion with other Virginia public schools or facilities**

School Board Policy FF: Proposed Timeline: West End Elementary

- Community Meeting – October 11, 2017
- School Board Appoints Committee – October 26, 2017
- Committee Develops Tasks and Timetable- November 8, 2017
- Community Recommendations Open Period - TBD
- Committee Provides ≥ 3 Recommendations to Board – TBD
- Anticipated School Board Selection of Name– February 8, 2018
- Anticipated Public Hearing– February 15, 2018
- Anticipated School Board Approval- February 22, 2018
- School Division Purchases/Installs Signage, etc.– Spring/Summer 2018
- Anticipated Open House Tour – June 2018
- Anticipated School Opening – September 2018

School Board Policy FF: Public Dedication of Facilities

Staff Contact:

Jennifer Abbruzzese

Clerk of the Board & Policy Liaison
703-619-8314