

## **Operational Services**

### **Naming Buildings and Facilities**

The Board of Education recognizes the official name selected for a facility, or part of a facility, is a vital factor in the public image of the community. It is the intent of the Board to name schools and other facilities and parts of facilities in the District in a manner that evokes pride in students, school employees, parents/guardians, and the community. Naming facilities or part of facilities is the sole authority of the Board of Education. All naming decisions will be consistent with the vision, mission, beliefs, and goals of the Geneseo Community Unit School District #228.

Students and other residents of the district may nominate people representing many walks of life for consideration for school or parts of school(s) naming.

Guidelines for naming schools and facilities:

- Names of living persons shall not be considered except under special circumstances.
- A nominee must have made a significant contribution to society.
- A nominee should lend credibility and validity to an institution of learning.
- Nominations shall be made with a brief, three-paragraph, written statement containing:
  - Biographical data
  - Significant contributions
  - Statement of why a school or a part of a school should be named after the person.

Naming in recognition of monetary donation may be granted at the discretion of the Board of Education in recognition of persons or entities who provide a substantial financial contribution without whom new facilities would not have been possible. The amount of the contribution shall be equal to or surpass at least 50% of the cost of the facility or specific parts of facilities. (Minimum contribution for consideration to equal or exceed \$5 million for the naming of a facility and \$1 million for naming of a portion of a facility.)

Naming in recognition of distinguished service may be granted at the discretion of the Board of Education in recognition of persons or entities in honor of their extraordinary service or leadership contribution in education, humanity, the School District or the community, or on the basis of their status as a person of historical significance. If a facility, or part of a facility, is to be named after a person, that person shall be of exemplary moral character.

The Board may consider naming facilities after a living employee or Board member only if she or he has provided a minimum of 20 years of service to the District and has been retired for at least five years. The Board may consider naming facilities after a deceased board member, employee, or volunteer only if she or he provided 20 years of service and has been deceased at least five years.

### **Procedures**

A committee comprised of the Board President, one central office administrator, one building administrator, one Geneseo Education Association representative, one PTA representative, and one student representative shall review all nominations for facility naming.

This committee shall meet every odd numbered calendar year, and proposed naming requests or requests to change the name of a facility must be received by the Board President no later than March 1st of odd numbered years.

The committee shall review the nominations and prepare a recommendation to be presented at the regular May school board meeting. A final decision by the full Board of Education shall occur at the regular June school board meeting.

For a request to be forwarded to the full School Board in June, at least 4 committee members must vote for approval.

Nominations shall be made with a brief, three-paragraph, written statement containing:

- Biographical data
- Significant contributions
- Statement of why a school or a part of a school should be named after the person.

### **Sponsorship and Recognition and Event Naming**

The naming of facilities differs from sponsorship. Sponsorship is an agreement between the Board and a sponsor, in return for financial consideration, to identify that sponsor with a facility or part of a facility for a negotiated period of time.

Additionally, the naming of facilities is not recognition that is given on display boards or plaques to individuals that have given financial support for district projects at predetermined levels as part of a fundraising effort.

The Board may approve appropriate sponsorship agreements and recognition/memorial plaques it deems appropriate by a majority vote of the Board.

An administrator with support of staff, students, and parents may recommend that an event or activity be named in honor or memory of a former employee(s) or volunteer(s). The final naming of such event shall occur only upon approval by the full Board of Education.

Adopted by Board Action 11/09/2017