

## **NAMING OF SCHOOLS, FACILITIES, CAPITAL IMPROVEMENTS, AND NON-CAPITAL ITEMS**

The Albemarle County School Board's ("School Board") goal is to provide Facilities that will best support and accommodate the Albemarle County Public Schools' ("Division") educational program, other school-related activities and the number of students enrolled. The School Board strives to provide new and remodeled Facilities that will offer the best possible physical environment for learning and teaching.

For purposes of School Board policies, a "Facility" is defined as a building or place that provides a particular service or is used for a specific purpose. This includes, but is not limited to, schools, other School Board buildings, athletic fields, playgrounds and parking lots.

The School Board's Facilities development goals are to:

1. Construct buildings and renovations that will accommodate and facilitate those organizational and instructional patterns that support the Division's educational philosophy and instructional goals.
2. Meet all safety requirements through the remodeling of older structures.
3. Provide the renovations needed to make public school Facilities accessible to disabled persons in accordance with federal and state laws.
4. Approve design and construction that will lend itself to low maintenance costs and the conservation of buildings.
5. Consider the viewpoints of staff, students and the community when determining the educational specifications for new buildings and projects involving major additions or renovations.

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Legal Refs: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79

Cross Refs: FEA, Facility Design

## BUILDING AND NAMING FACILITIES

### I. BUILDING NEW SCHOOLS AND NEW ADMINISTRATIVE BUILDINGS

#### A. Key Elements

These procedures will be followed for all Capital Improvement Plan projects that involve the building of a new school, new administrative building, or major renovations to an existing school or administrative building. The School Board (hereinafter “School Board”) will identify the key elements that should exist in the Facility, which include, but are not limited to, the following:

1. The level of instruction or type of program to be accommodated by the new Facility;
2. The likely number of students/staff/community members to be served by the Facility;
3. The budgetary limits established for the project;
4. The land that has been purchased for the Facility and how it can best be used to support the Facility; and
5. Pertinent local, state, or federal laws/regulations governing the building of such a Facility.

#### B. Design Committee

The Superintendent/designee will be responsible for forming a committee to work with the architect in the design of the building. For new schools, the members of the committee will be representative of the diversity of Albemarle County and promote equity of voice and thought and will also include representatives of teachers, principals, and support services staff that can advise on the best instructional design for the building. The design committee, after it has established its priorities for building design, will submit these priorities to the Superintendent for review prior to beginning the actual schematic design phase. The Superintendent will establish with the Board its expectations for involvement in the approval of the design for the Facility, i.e., whether more than one option for the design is to be brought for discussion prior to the committee's consideration of actual building designs.

#### C. School Board Approval

The School Board will approve the schematic design for the Facility and the design development before approval to proceed to the construction document phase. The School Board may hold a public hearing on the schematic design if the Facility involves a regional interest such as a school located within a specific community area. The School Board will also provide the Board of Supervisors information about the design for the Facility.

## II. NAMING OF NEW SCHOOLS

### A. General Provisions

The School Board reserves the sole control and authority over the naming of any school and the right to rename a school at any time if the name is deemed by the School Board to be inconsistent with the current vision, mission, goals and values of the School Board. It is the intent of the School Board to involve students, teachers and interested citizens that reflect the diversity of the Division's community in the process of schools.

The Board shall name schools in recognition of:

1. The geographic area in which the school is located.
2. Any entity, quality, or ideal, the School Board deems worthy of recognition.

A review of each school's name for relevance to the community and school population and alignment with the School Board's core values shall be conducted no later than thirty (30) years from the date of the original naming or previous review in accordance with the process set forth in Section III below.

## III. REVIEW OF EXISTING SCHOOL NAMES

### A. General Provisions

The School Board reserves the sole control and authority over the naming of any school and the right to rename a school at any time if the name is deemed by the School Board to be inconsistent with the vision, mission, goals, and values of the School Board. It is the intent of the School Board to involve students, teachers and interested citizens that reflect the diversity of the Division's community in the process of naming or renaming schools.

The Superintendent or designee shall conduct a review to determine whether the school should be renamed if:

1. A petition requesting that a review be conducted is signed by the parents or guardians of at least seventy-five (75%) percent of the students enrolled in the school and at least five (5) years have passed since the school has last undergone a name change or review;
2. A petition requesting that a review be conducted is signed by at least seventy-five percent of the students enrolled in the school and at least five (5) years have passed since the school has last undergone a name change or review;
3. The School Board directs that a review be conducted; or

4. The Superintendent decides that a review is necessary for any reason.
- B. Procedures for the Review of an Existing School Facility Named for an Individual(s).
1. Upon direction from the Superintendent, a staff designee shall (a) provide research to the School Board about the individual for whom the school is named so that the School Board may determine whether the existing school name aligns with the current vision, mission, and values of the School Board; and (b) present a recommendation to the School Board as to whether the current name should retained or changed.
  2. The School Board will determine whether to retain the current name, or rename the school. Names of individual(s) will not be considered in the renaming process.
  3. Upon direction from the School Board, the Superintendent or designee shall form an advisory committee (“Committee”) to provide recommendations to the Superintendent on a new name for the school.
  4. When establishing the Committee, and in addition to meeting the above criteria, the Superintendent/designee and Office of Community Engagement will attempt to ensure that the Committee reflects the diversity of Albemarle County and promote equity of voice and thought.
  5. The Committee shall include, if practicable, the following representatives:
    - A committee leader designated by the Superintendent; the Superintendent’s designee need not be a School Division employee;
    - The current school principal;
    - A minimum of three (3) parents who currently have students in attendance at the school. In the case of middle or high schools, the committee shall include at least one (1) parent from each feeder school;
    - A minimum of three (3) teachers/staff currently working in the school;
    - A minimum of two (2) student representatives if the school is a high school;
    - A minimum of two (2) community members who do not currently have children attending the school, but reside within the feeder pattern in which the school is located; and
    - A minimum of one (1) central staff member who will serve as the committee organizer.
    - If practicable, the Committee may also include school alumni.
- C. The Committee shall conduct its renaming process as follows:
1. The Committee shall begin with an organizational meeting during which it shall:

- a. Participate in an orientation during which the School Board's vision, mission, goals, and values and research previously presented to the School Board and any relevant School Board Policies will be discussed
- b. Review and distribute a written survey to the community and school staff and students to elicit potential names ("Potential School Names") for the school. All completed surveys shall be returned to the Committee within three (3) weeks of their distribution. Potential school names will be limited to:
  - i. The geographic area in which the school is located
  - ii. Any entity, quality, or ideal that the School Board deems worthy of recognition.
- c. As soon as practicable following receipt of the survey information, the Committee shall compile and publish on the Division's website a complete list of potential school names and schedule a community meeting to obtain public comment with respect to all of the potential school names on the list.
- d. Following the community meeting, the Committee shall meet internally to review and consider the input received, and based upon this information, select no more than five (5) semi-final potential school names.
- e. The semi-final list of potential school names shall be posted on the Division's website within five (5) days of the Committee's internal meeting. An additional survey form containing this list of potential school names shall be prepared and distributed in accordance with subparagraph (a) above to solicit further comment specifically relating to these five (5) potential school names, unless provided, however, that the Committee determines that it has sufficient information and input to proceed without it.
- f. As soon as possible after the information obtained from the surveys is compiled, a second community meeting shall be convened for comment on the five (5) semi-final potential school names.
- g. The Committee shall schedule an internal meeting to review and consider the survey information and community comment and, following such evaluation, select three (3) final potential school names for continued consideration.
- h. In its internal meeting, the Committee shall consider all of the information obtained through public comment and its own research

and make the final selection of the potential school names that it will recommend to the Superintendent. If the Committee is unable to make a final recommendation, the Superintendent shall select the final name to be submitted to the School Board from the three (3) final potential school names.

2. Based on the findings of the committee, as well as any additional information that the Superintendent or designee deems appropriate, the Superintendent or designee shall bring a recommendation to the School Board for a new school name. The Superintendent/designee shall also provide information regarding the location, cost, and construction timeline for designing and installing new signage.
3. The current school name shall continue in use until the following school year. Furthermore, a plaque or other appropriate signage that will evidence and provide historical context to past names of the school shall be placed conspicuously in an area of the school building where it can be seen by the community and school staff and students.

Nothing herein shall preclude the School Board or Superintendent from initiating and conducting more than one school renaming process at the same time.

### III. NAMING FACILITIES OTHER THAN ENTIRE SCHOOL BUILDINGS, CAPITAL IMPROVEMENTS, AND NON-CAPITAL ITEMS

#### A. General Provisions

This section describes the process for naming any Facility other than entire school buildings, and capital improvements, such as gymnasiums, playing fields, media centers, and science labs (“Facilities other than entire school buildings” and “capital improvements” collectively “capital improvements”). In addition, this regulation governs funded naming right proposals for the naming of intangible things, such as scholarships and endowments. In addition, this section governs naming of non-capital items such as dedicated benches, lobby areas and trees, if their individual values do not exceed \$1,000. In such instances, principals should solicit appropriate input from their school communities and select names that are consistent with the Division’s vision, mission, goals, and values. The School Board retains the sole discretion and authority to name or rename all capital improvements owned by the School Board. Names of all capital improvements shall be consistent with the values espoused in the current vision, mission, goals, and values. The School Board reserves the right to decline any recommendation, request or donation which does not contribute toward the Division’s adopted vision, mission, goals, and values. In all cases, the School Board retains control and ownership over the capital improvements and non-capital items. Naming rights will not convey any input or control over Division property, Facility, capital improvement, non-capital item, programs, activities, services, policies, or employees. In all decisions regarding naming

rights, the Superintendent and School Board will act in the best interest of the Division, and in accordance with the Division's policies, vision, mission, goals, and values.

The School Board reserves the sole control and authority over the naming of any capital improvement and the right to rename a capital improvement at any time if the name is deemed by the School Board to be inconsistent with the current Board adopted mission, vision, goals, and values adopted by the School Board.

Following the procedure outlined below, the Board shall name capital improvement in recognition of:

1. the geographic area in which the capital improvement is located, or;
2. any entity, quality, or ideal the School Board deems worthy of recognition in terms of mission vision, and values.

With respect to honorary and funded naming addressed in IIIA and IIIB, an individual's name may be considered subject to the requirements and conditions set forth therein.

#### B. Honorary Naming

The School Board may recognize exceptional contributions to a school or the Division by naming an appropriate capital improvement in honor of an individual not actively serving the Division. If the name of a living individual is under consideration, it shall be with the consent of this individual. The School Board retains the authority to rename a capital improvement, transfer names to different capital improvements, and to discontinue naming for any reason.

#### C. Funded Naming

The School Board accepts private contributions from individuals and businesses in order to support its goals and objectives.

The Board authorizes two (2) types of funded naming rights: (1) the naming of new or existing capital improvement contributions; and (2) the naming of non-capital items. Absent a vote by the School Board that a capital improvement will be named for a permanent duration, all funded naming rights will be for a limited duration as prescribed by the applicable gift agreement.

The School Board has the final authority to accept or refuse any contribution, capital improvement project, or other proposal from private donors. In addition, the Board also retains the authority to rename a capital improvement, transfer names to different capital improvements and to discontinue naming, subject to any specific provisions contained in an applicable Agreement.

##### 1. Contributions for Capital Improvements

The School Board may grant individuals and businesses naming rights for new capital improvements and major additions or renovations to existing capital improvements in recognition of substantial monetary donations.

The following shall be considered by the Superintendent/designee and the School Board when considering naming right proposals:

- a. Whether the improvement is consistent with the School Board's identified priorities for projects, including those identified for private fund-raising;
- b. Whether the improvement benefits the school and/or the Division;
- c. A calculation of anticipated consequences of the improvement, including the future financial liability in annual operating costs;
- d. Whether the improvement would foster or exacerbate inequality among schools, including exploration of whether other schools would want a similar feature; the desirability and comparison of "extras" among schools; and maintaining the attractiveness and appeal of all Division schools; and
- e. Whether the contribution will fund the improvement fully and if so, whether permanent naming rights are to be offered in exchange for funding.
- f. The purposes for which the contribution will be used and individual whose name is proposed must be consistent with the School Board's vision, mission, goals, and values.

## 2. Non-Capital Contributions - For Existing Facilities and Other Items

The School Board may also grant individuals and businesses naming rights for substantial monetary donations made for purposes other than designated capital improvements. These purposes and the individual whose name is proposed shall be consistent with the School Board's vision, mission, goals, and values. Examples include, but are not limited to: general operations funding, scholarships, endowments, faculty positions, programs, services, and equipment.

## 3. Gift Agreement Required for All Funded Naming Right Proposals

A gift agreement shall be signed by the Superintendent/designee and include, at a minimum, the following elements:

- a. The capital improvement or non-capital item to be named;
- b. The proposed name and acknowledgement that it is consistent with the School Board's vision, mission, goals, and values;
- c. The amount of funding provided and the schedule for payment, if donations will be made in more than one (1) installment;
- d. The duration of the naming, which shall be for a limited period unless authorized to be permanent by a vote of the School Board;
- e. The conditions, if any, under which the naming may be discontinued, such as the closure of a facility or critical changes to the use of a facility;
- f. A statement that the School Board retains full control and maintenance of the facility, all programs which occur within the facility and, if applicable, the named intangible thing;
- g. A statement that all facility improvements (including in-kind contributions) financed with private contributions, become the property of the Division;
- h. A statement that any privileges to be granted to the donor concerning the facility or any Division program are limited to those specifically listed in the Agreement; and
- i. A statement that the School Board reserves the right to terminate or amend the Agreement under exigent circumstances, including donor wrong-doing or criminal conviction, changes to corporate existence in the regular course of business, or other circumstances caused by the donor which in the judgment of the School Board will harm the reputation or mission of the Division.

All Agreements must be approved as to form by the School Board Attorney.

#### 4. Process for Nominating, Considering, and Approving All Proposals

The process described in this section will be used for all naming rights proposals, whether they are honorary or funded.

- a. Nomination Procedure. Interested groups or individuals must submit a written nomination to the Superintendent. The nomination should identify the capital improvement or non-capital item to be named and provide other relevant information, including any connection between the

individual and the school. Upon receipt of the nomination, the Superintendent/designee will consult with the School Board Chair to determine whether the School Board should consider the nomination directly or after committee consideration. In addition, the Superintendent/designee will consult with the principal(s) of the school(s) where the proposed naming would occur. Division employees with knowledge about the potential for a funded naming right proposal should notify the Superintendent's office.

- b. Committee Consideration. If the School Board Chair and Superintendent/designee determine that a committee should be convened, the Superintendent/designee will create an ad hoc committee and appoint its members. The committee membership will include an administrator from the school; a representative of each school-affiliated organization affected by the naming; a representative from the community, as appropriate; and any other person recommended by the school administrator. The committee shall review the naming proposal, make a recommendation to the Superintendent/designee as to whether it should be accepted, and if so, the period of time for which the name will be used. The committee may also recommend alternative names or recommend against any naming.
- c. School Board Consideration. After receiving recommendations from the committee, if one has been convened, the Superintendent/designee shall determine whether to recommend approval of the naming rights to the School Board. The School Board will consider the Superintendents/designee's recommendation at a regular School Board business meeting that provides for public comment. The School Board may permit representatives of the party requesting the name and/or members of the committee to make a presentation in support of the recommendation. The School Board shall base its decision on whether the recommended name serves the best interest of the Division's policies, vision, mission, and goals, and values. For all funded naming right proposals involving capital improvement contributions, the School Board shall also consider the criteria in Section D(1) of this regulation.
- d. Gift Agreement. The Superintendent/designee shall ensure that a draft gift agreement ("Agreement") has been developed in accordance with this regulation (see Section C (3)), prior to submitting any funded naming rights proposal to the School Board.

Adopted:

August 9, 1993

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