

***Board of Education Policy Discussion:
4: 150 Facility Management and Building Programs***

Dr. Donald D. Owen, Superintendent

BOE Study Session

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Outstanding Schools in an Outstanding Community

Current BOE Policy Regarding Facility Naming

Naming Buildings and Facilities

The Board of Education recognizes that respect and gratitude for individuals who have made significant contributions to the Urbana School District and the community may be expressed by naming a school building and/or facility in honor of those individuals.

Acknowledgment in this manner perpetuates the memory of the contribution and provides a sense of history for future students, staff, and residents. Any District 116 building or facility may be designated to be named. Names may include living or deceased person who has made significant contributions to the district through longevity or service, exemplary leadership, philanthropic contributions or other significant means. To eliminate spontaneous or emotional response, typically nominations will not be considered until three years after the service, contribution or death of the individual or the last designation of a name for the building or facility.



Current BOE Policy Continued

This policy does not bind the Board of Education to name buildings or facilities after persons who have contributed to the district. Other memorials such as plaques, scholarships, plantings, furnishings, equipment, or art are also appropriate memorials for commemoration of outstanding contributions to the district.



Current BOE Policy Continued

All facilities and grounds currently in existence or built or purchased in the future will be governed by the following procedures:

1. The placement of any memorial plaque on school grounds or in school facilities requires the prior approval of the Superintendent.
2. The placing of trees, plants and/or shrubs on school grounds will have prior approval from the Superintendent's office before planting. All requests must be in writing to the Superintendent of Schools.
3. Any concrete, steel or other building material that is placed on school grounds will require written approval from the Superintendent's office and be placed as designated by that office. Approval should be sought during the planning stage to assure agreement on placement.
4. All requests for the naming of facilities, auditoriums, libraries and grounds must be presented to the Superintendent through a formal letter with the reason(s) for the request. A committee will be appointed by the Superintendent for each request. The committee has the responsibility to review any suggestions submitted in writing, study the impact of the requested recognition on the school, the district and community, and make a recommendation to the full Board of Education for the acceptance or rejection of the request.



IASB PRESS Plus Recommendation

Naming Buildings and Facilities:

Recognizing that the name for a school building, facility, or ground or field reflects on its public image, the Board's primary consideration will be to select a name that enhances the credibility and stature of the school or facility. Any request to name or rename an existing facility should be submitted to the Board. When a facility is to be named or renamed, the Board President will appoint a special committee to consider nominations and make a recommendation, along with supporting rationale, to the Board. The Board will make the final selection. The Superintendent or designee may name a room or designate some area on a school's property in honor of an individual or group that has performed outstanding service to the school without using the process in this policy.



Differences between Current and IASB PRESS Plus

USD116 Current Policy

- Contains several guidelines (yellow highlighting) - for example: “typically, nominations will not be considered until three years after the service.”
- Formal request the Supt.
- Supt. calls the committee

PRESS Plus

- Contains no guidelines beyond the purpose statement.
- Formal request to the BOE
- BOE President calls the committee



Summary of Research from other BOE Policies

- Many districts in IL use the PRESS Plus language either verbatim or with slight modifications
- Districts that included guidelines varied greatly:
 - Naming only after persons who are deceased
 - Minimum years of service to the district (10 - 20)
 - Minimum years between service and nomination (3 - 5)
 - Signatures of registered voters (750)



Questions to Guide Discussion

- What guidelines (parameters) would you support regarding naming of facilities or buildings? (e.g. years of service)
- What requirements would you support as part of the process? (e.g. signatures)
- Who should be in charge of the process?
- What other considerations would you like to see included in a policy regarding naming of facilities or buildings?

