

**Spring Branch Independent School District  
Agenda Item Information**

**Date of Board Meeting:** January 20, 2009

**Subject:** Consideration and Possible Action on Potential Amendments: CW (LOCAL)  
NEW FACILITIES

**Administrator Responsible:**

**Name:** Diane Jackson, Ed.D.

**Position:** Policy Administration & Governmental Relations

**Purpose of Agenda Item:**

Information only       Action needed       Report

**Additional Information and/or Back-Up:**

Recommend discussion, approval of potential amendments and Second Reading of CW (LOCAL) NEW FACILITIES

Potential amendments may be considered. Possible action may occur.

Annotated copy is attached.

CW (Regulation) and (Exhibit) are attached for Board review.

See the following pages for Board-adopted provisions regarding the District's policy on facilities:

Section I ..... Naming or Renaming Facilities — 2 pages

Section II .... Dedicating Facilities — 2 pages

NEW FACILITIES

CW  
(LOCAL)

NAMING / RENAMING  
FACILITIES

The Board has sole discretion to name or rename facilities. Only the whole of a facility or campus may be permanently named. An existing identifiable facility shall not be fragmented by renaming portions of the facility. A minimum of five votes of the Board shall be required to rename an existing facility.

AUTHORITY

FACILITIES DEFINED

For the purpose of this policy, a facility is defined as:

1. A school campus building, permanent or temporary.
2. Structures related to a school building.
3. Athletic fields and facilities.
4. Any other building or adjacent area that is the property of the District and the Board.

NAMING / RENAMING  
PROCEDURES

Any person may propose to name or rename a facility by submitting an application to the associate superintendent of operations who will forward the application to the Board's facilities committee review the application with the Board's Facility liaison. [See CW(EXHIBIT)]

PUBLIC REQUEST

If the facilities committee agrees to consider the request, it shall forward application is correct and complete, the request shall be forwarded to the appropriate campus CIT team. If the facility has no CIT team the request shall be forwarded to the facility's administrator. If the campus CIT team or administrator agrees to the request, the team or administrator shall arrange for a public forum on the matter at a time and place that is convenient for the public. The forum shall be well publicized.

If independent CIT teams coexist in a facility, then all independent CIT teams shall approve the request and conduct a joint public forum.

If the CIT team(s) or administrator and the public forum strongly support the proposal, evidence of that support shall be forwarded to the Board's facilities committee liaison who shall prepare assist with the preparation of an agenda item for final consideration by the Board.

BOARD REQUEST

The Board may propose to name or rename a facility at any time. The facilities committee liaison of the Board shall conduct coordinate a well publicized forum and gather public input on the proposed change. Evidence of public support of the proposal must be shown before Board action is taken.

NAMING / RENAMING  
STANDARDS

The following guidelines shall govern the naming or renaming of facilities. The name may reflect:

NEW FACILITIES

CW  
(LOCAL)

1. The descriptive geographic location or the street on which the facility is located.
2. Local, state, or national historical events or places.
3. An individual who has not been employed by the District but who has made significant local, state, or national contribution in service to adults and children and who exemplifies the human qualities that serve as a model of excellence for students.
4. The name of a distinguished District employee who has not been employed by the District for at least five years.

The name chosen should lend prestige and status to an institution of learning. Nominees may be living or deceased; however, greater consideration shall be given to persons who are deceased.

A name shall not be considered if it is already in use by another school or similar any facility in the District or in Harris County. This It shall not apply to any be necessary to rename a District facility that does not comply with this prohibition if the facility was named prior to January 2005.

PLAQUES AND SIGNS

A dedication plaque or other appropriate signage may be placed at the facility for the duration of the naming or renaming of the facility. The Board shall approve the size, wording, appearance, and location of all plaques or signs. Only legal names of honorees shall be displayed on plaques or signs.

The names of the Superintendent and the sitting members of the Board shall also appear on the plaque or sign.

The cost of plaques or signs shall be the responsibility of the party who initiated the naming or renaming process.

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(LOCAL)

DEDICATING  
FACILITIES

The Board has sole discretion to dedicate or rededicate facilities. Individual sections of facilities may be dedicated, but not permanently named, to honor individuals or others for significant contributions to the District.

AUTHORITY

FACILITIES DEFINED

For the purpose of this policy, a facility is defined as:

1. A school campus building, permanent or temporary.
2. Rooms within a school building.
3. Structures related to a school building.
4. Athletic fields and facilities.
5. Any other building or adjacent area that is the property of the District and the Board.

DEDICATION  
PROCEDURES

Any person may propose to dedicate a facility or section of a facility by submitting an application to the associate superintendent of operations who will forward the application to the Board's facilities committee review the application with the Board's facilities liaison. [See CW(EXHIBIT)]

PUBLIC REQUEST

If the facilities committee agrees to consider the request, it shall forward application is correct and complete, the request shall be forwarded to the appropriate campus CIT team. If the facility has no CIT team the request shall be forwarded to the facility's administrator. If the campus CIT team or administrator agrees to the request, the team or administrator shall arrange for a public forum on the matter at a time and place that is convenient for the public. The forum shall be well publicized.

If independent CIT teams coexist in a facility, then all independent CIT teams shall approve the request and conduct a joint public forum.

If the CIT team(s) or administrator and the public forum strongly support the proposal, evidence of that support shall be forwarded to the Board's facilities committee liaison who shall prepare assist with the preparation of an agenda item for final consideration by the Board.

BOARD REQUEST

The Board may propose to dedicate a facility or portion of a facility at any time. The facilities committee liaison of the Board shall conduct coordinate a well-publicized forum and gather public input on the proposed change. Evidence of public support of the proposal shall be shown before Board action is taken.

SELECTION

The following guidelines shall govern the dedication of a facility or section of a

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CW  
(LOCAL)

STANDARDS

facility. The dedication may reflect:

1. Local, state, or national historical events or places.
2. An individual who has not been employed by the District but who has made significant local, state, or national contribution in service to adults and children and who exemplifies the human qualities that serve as a model of excellence for students.
3. The name of a distinguished District employee who has not been employed by the District for at least five years.

A dedication may be made for significant voluntary contributions to the District or the Spring Branch Education Foundation (SBEF).

The dedication should lend prestige and status to an institution of learning. Nominees may be living or deceased; however, greater consideration shall be given to persons who are deceased.

The dedication shall be for a term of ten years. The Board may terminate or extend this term at any time by a minimum of five votes.

PLAQUES AND SIGNS

A dedication plaque may be placed at the facility for the duration of the dedication. The Board shall approve the size, wording, appearance, and location of all plaques or signs. Only legal names of honorees shall be displayed on plaques or signs.

The names of the Superintendent and the sitting members of the Board shall also appear on the plaque or sign.

The cost of plaques or signs shall be the responsibility of the party who initiated the dedication process.

NEW FACILITIES

CW  
(REGULATION)

PROCEDURES

Any person may submit an application for either the dedication of a plaque or memorial or for naming a facility.

APPLICATION

For dedication of a plaque or memorial request:

1. Complete and submit the application, CW (Exhibit)-A, to the associate superintendent for operations.
2. Submit all back-up information with application.

For facility name nomination:

1. Complete and submit the application, CW (Exhibit)-B, to the associate superintendent for operations.
2. Submit all back-up information with the application.

PROCESS

The process shall be as follows:

1. The Board's facility liaison will review the application.
2. After approval by the Board's facility liaison confirms that the application is correct and complete, the application will be submitted to the appropriate campus improvement team (CIT).
3. A public forum will be held. The forum will be advertised in the newspaper, by the campus, and on the District's Web site.
4. The Board's facility liaison will review all documents.
5. A recommendation will be made to the Board at a meeting that meets the requirements of the Open Meetings Act.
6. The recommendation shall require Board approval.

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NEW FACILITIES

CW  
(EXHIBIT)

The following forms are available for use by the District:

Exhibit A: Dedication of Plaque or Memorial Request — 1 page

Exhibit B: Facility Name Nomination Form — 1 page



EXHIBIT A

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT  
DEDICATION OF PLAQUE OR MEMORIAL REQUEST

Name of organization \_\_\_\_\_

Organization representative \_\_\_\_\_

Name of nominee \_\_\_\_\_

Title of nominee \_\_\_\_\_

School where nominee provided service \_\_\_\_\_

Years of service and capacity of service \_\_\_\_\_

Provide all other information and documentation about the nominee to be considered:

\_\_\_\_\_  
\_\_\_\_\_

Site proposed plaque is intended for \_\_\_\_\_

Language to go on plaque \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

The plaque dimensions shall be \_\_\_\_\_ feet high by \_\_\_\_\_ inches wide by \_\_\_\_\_ inches deep.

The plaque shall be made of \_\_\_\_\_

Requested plaque erection date \_\_\_\_\_

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

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(EXHIBIT)

EXHIBIT B

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT  
FACILITY NAME NOMINATION FORM

PERSON MAKING THE NOMINATION

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ E-mail address \_\_\_\_\_

Has your nominee agreed to accept the nomination?  Yes  No  NA

Rationale for nomination \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

NAME RECOMMENDATION

The name recommendation \_\_\_\_\_

Address (if applicable) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_