

Authority for Naming

The naming of any district building or facility is the province of the Board of Education. The authority to re-name or remove the name of any district building or facility also resides in the Board. Any documentation used by any district or affiliate organization for fund raising purposes shall clearly state that proposed names are subject to Board action, and shall reserve to the Board the right to remove any name bestowed upon a facility. Possible reasons for removal of a name include, but are not limited to, circumstances causing damage to the reputation of the district, change of law regarding naming authority, the physical aspect of the facility becomes no longer viable or if the building is razed or given over to a new use.

Criteria

- (1) Generally, buildings or facilities are named for
  - (a) distinguished individuals who have made extraordinary contributions of a scholarly, professional, or public service nature related to the district’s mission,
  - (b) geographical locations relating to the building or facility site, and
  - (c) in memory of famous local, Kansas or American citizens.
- (2) In some cases, buildings may be named for major private donors to the construction of the building or facility. In such cases, the private contribution from a single source should be 100% of the project’s cost or a lesser percentage based on the total anticipated cost of a project. A flexible percentage scale should be applied for projects in excess of \$250,000 with the percentage of contribution decreasing as the amount of money required increases. The following proration is suggested:

PROJECT COST	CONTRIBUTION	ANTICIPATED
\$ 250,000	100%	\$ 250,000
\$ 500,000	60%	\$ 300,000
\$ 1,000,000	35%	\$ 350,000
\$ 2,000,000	28%	\$ 550,000
\$ 5,000,000	16%	\$ 775,000
\$10,000,000	10%	\$ 1,000,000

- (3) Buildings or facilities will not be named for individuals currently employed by the district or seated Board members.

Process

- (1) The Board shall be informed that a need or interest exists to name or re-name a district building or facility.
- (2) If requested by the Board, the superintendent will establish a committee for the purpose of naming or re-naming a district building or facility.
- (3) Proposals for naming or re-naming of district buildings or facilities shall be reviewed by the district facilities and growth committee.
- (4) Before forwarding a name to the Board for consideration, district administration shall undertake a thorough degree of due diligence to avoid commercial influence or conflict of interest.
- (5) The superintendent shall recommend a name to the Board for consideration.
- (6) No public communication of a name shall be made until the name is presented for consideration on the agenda of an open meeting of the Board.

Approved: 5/12