

To: Dixie District Board of Trustees
Fr: Jason Yamashiro, Superintendent
Re: School Name Board Process Summary
6.21.19

Starting in January of 2019 Dixie School District received the first formal petitions to change the name of the school district since 2003. After discussion and consideration, the Board agreed on a process for consideration of the petitions. The consideration of school names, however, is not bound by the same education code rules and will be slightly different as there are no petitions to post. Based on our process for consideration of district names, the following is recommended for the consideration of school names.

1. A summary memo from the School Name Change committee is submitted to the Superintendent's Office
2. There will be a period of time for members of the public to submit written comments, which will be shared with the entire Board at the same time, regarding the school name suggestions from the site committee
3. The Board will schedule an open session agendaized discussion and action item to consider a vote to change the name of a school.
4. There will be at least two notices in the newspaper regarding the agenda item
5. The Board will vote to accept or deny the names recommended by the School Name Change

In addition, there were details established in the process of considering the district name change petitions that are recommended to be used for the school name change process:

- Written public comments can be made by email, website form, or paper (letter/postcard/drop off at office)
- Additional outreach efforts to the community for information and input should be made
- The public comment on the school name change agenda item will be limited to no more than two hours, with a starting expectation of 2 minutes per speaker that could be adjusted depending on the number of speaker cards received
- The superintendent will provide a memo reviewing: (1) if the proposed name is the same or substantially similar to an existing name of another school in California; (2) if there are any trademark/copyright legal concerns regarding the proposed name; and (3) if there is evidence in the public record that the proposed name may be controversial and why

It is also recommended that the Board establish this overall process as a standard that will be used for school name change recommendations received through a board delegated committee that are received in the future.