



**Le Conte School Name  
Renaming Process Overview and Timeline  
January 2017 - August 2018**

# Le Conte School Renaming Petition

#	Action Steps	Tasks	Timeline
1	<b>Discuss and Prepare Petition to Rename School</b>	Discussions in Staff and PTA Meetings, Volunteer Meetings, Meet w/ District re process.	Jan - March 2017 (and prior work at LC school)
2	<b>Create and Circulate Petition</b>	Create Online/Paper Form with Information re LeConte and Process; Translate, Post online, Circulate, Compile	April 2017
3	<b>Review Petition</b>	Check Names/Signatures, Write Report to Board, Present to Board, Update Website	May - June 2017

# Name Review and Recommendation to Board

#	Action Steps	Tasks	Timeline
4	<b>Research and Review Le Conte Name</b>	BUSD Name History Research, LeConte History Research, Create & Translate Materials & Presentation	July - Aug 2017
5	<b>Discuss Le Conte Name with Community</b>	3 meetings - school staff, families, neighbors; plan, publicize and conduct meetings	Sept - Oct 2017
6	<b>Recommendation to Board</b>	Summarize research and community input, discuss with Supt. and Cabinet, write document and present to Board	Nov 2017
7	<b>Plan Next Steps</b>	Review/consult other districts, outline process, set up web resources for committee	Nov 2017 - Dec 2017

# Advisory Committee Organization

#	Action Steps	Tasks	Timeline
8	<b>Form Advisory Committee</b>	Publicize process with school & neighbors, review committee applications, contact and schedule committee	Dec 2017
9	<b>Advisory Committee Meetings</b>	Plan, conduct and summarize seven 2-3 hr committee meetings with facilitator, minute-taker. Communications w/ members	Jan - May 2018
10	<b>Advisory Subcommittee Meetings &amp; Work</b>	<ul style="list-style-type: none"> <li>• planning/publicity</li> <li>• rubric/criteria</li> <li>• school engagement</li> <li>• neighbor outreach</li> <li>• sorting/reviewing</li> <li>• reporting / writing</li> </ul>	Jan- May 2018
11	<b>Community Meetings and Communications</b>	Plan, publicize, conduct, attend, summarize three community meetings; communications w/individuals (phone/in person)	Jan -March 2018

# Naming Advisory Committee Members 2018

Anna Pajarillo - P, N  
Estella Cisneros - S  
Grace Kong - P, N, Chair  
Greg Martin - S  
Jim McGrath - A, N  
Leah Martens - P  
Lourdes Rivas - S

Ludovic Blain - P, N  
Myah Evers - P  
Robert Collier - P  
Steven Finicom - N  
Stephen Solnit - N  
Yusef Auletta - S

*A = Alum Parent, N = neighbor, P = parent, S = staff*

## Staff:

Natasha Beery, *Director of BSEP and Community Relations*

Donald Evans, *Superintendent* and Veronica Valerio, *Principal*

Jessica Lopez-Tello, *Executive Asst to Supt*, Heller Rathbone, *Recorder*

# Name Solicitations and Review

#	Action Steps	Tasks	Timeline
12	<b>Name Solicitations</b>	Create online and paper form, Translate, Circulate in print and online newsletters, Post on web	Jan -Feb 2018
13	<b>Prepare Names for Review</b>	Organize <b>220</b> submissions, provide information on each of <b>118</b> names	Feb-18
14	<b>Straw Poll on All Names</b>	Straw Poll on 118 Names, Summarize results; propose top 20	Feb-18
15	<b>Winnow to Short List</b>	Review of Top 20 for sorting subcommittee; Decision re Top 7 with full committee	Mar-18

# Finalist Process and Decision

#	Action Steps	Tasks	Timeline
16	<b>Community Review of Short List</b>	Create Information and resources on Top 7 for community, classroom and home discussion, focus meetings, straw polls.	March- April 2018
17	<b>Permissions re Short List</b>	Contact relevant namesakes/ descendants etc re potential use	March -April 2018
18	<b>Recommend Top Name(s) for Board Decision</b>	Summarize community input, discuss, determine top choices, rationale, write and present report to Board (two meetings)	May 2018

# Process Report and Implementation

#	Action Steps	Tasks	Timeline
19	<b>Process Report</b>	Report to Board Policy Committee on Process, propose policy/process adjustments	June - Aug 2018
20	<b>Implementation</b>	Signage, internal systems (accounting, payroll, illuminate, CDE, internal/external websites)	June -Aug 2018