



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

Le Conte School Renaming Petition

#	Action Steps	Tasks	Timeline
1	Discuss and Prepare Petition to Rename School	Discussions in Staff and PTA Meetings, Volunteer Meetings, Meet w/ District re process.	Jan - March 2017 (and prior work at LC school)
2	Create and Circulate Petition	Create Online/Paper Form with Information re LeConte and Process; Translate, Post online, Circulate, Compile	April 2017
3	Review Petition	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	Research and Review Le Conte Name	BUSD Name History Research, LeConte History Research, Create & Translate Materials & Presentation	July - Aug 2017
5	Discuss Le Conte Name with Community	3 meetings - school staff, families, neighbors; plan, publicize and conduct meetings	Sept - Oct 2017
6	Recommendation to Board	Summarize research and community input, discuss with Supt. and Cabinet, write document and present to Board	Nov 2017
7	Plan Next Steps	Review/consult other districts, outline process, set up web resources for committee	Nov 2017 - Dec 2017

Advisory Committee Organization

#	Action Steps	Tasks	Timeline
8	Form Advisory Committee	Publicize process with school & neighbors, review committee applications, contact and schedule committee	Dec 2017
9	Advisory Committee Meetings	Plan, conduct and summarize seven 2-3 hr committee meetings with facilitator, minute-taker. Communications w/ members	Jan - May 2018
10	Advisory Subcommittee Meetings & Work	<ul style="list-style-type: none"> • planning/publicity • rubric/criteria • school engagement • neighbor outreach • sorting/reviewing • reporting / writing 	Jan- May 2018
11	Community Meetings and Communications	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	Name Solicitations	Create online and paper form, Translate, Circulate in print and online newsletters, Post on web	Jan -Feb 2018
13	Prepare Names for Review	Organize 220 submissions, provide information on each of 118 names	Feb-18
14	Straw Poll on All Names	Straw Poll on 118 Names, Summarize results; propose top 20	Feb-18
15	Winnow to Short List	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	Community Review of Short List	Create Information and resources on Top 7 for community, classroom and home discussion, focus meetings, straw polls.	March- April 2018
17	Permissions re Short List	Contact relevant namesakes/ descendants etc re potential use	March -April 2018
18	Recommend Top Name(s) for Board Decision	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	Process Report	Report to Board Policy Committee on Process, propose policy/process adjustments	June - Aug 2018
20	Implementation	Signage, internal systems (accounting, payroll, illuminate, CDE, internal/external websites)	June -Aug 2018