

Le Conte School Name Change
Preliminary List of Implementation Components
May 23, 2018

1. **Official Change:** California Department of Education, [CDS Update for Name Change](#)
2. **Facilities:** Signage changes are estimated to cost about \$25,000 and can be carried out in the summer.
3. **Departments and Systems:** notify all that site #118 becomes *New Name*
 - a. Accounting
 - b. Admissions
 - c. Human Resources
 - d. Payroll, Purchasing
 - e. Student Information Systems
 - f. Transportation, Nutrition, etc (review with Business Services Team)
 - g. Doc-Tracking for SPSA
4. **District and School Media:**
 - a. District Website
 - b. School PTA Website
 - c. School forms and stationery
5. **Notify:**
 - a. City of Berkeley, including Measure Y Park
 - b. Le Conte Neighborhood Association
 - c. Google Maps and other Directory Listings
6. **Celebration:** event at school site in the fall, details, costs, resources, publicity TBD