

POLICY

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COMMUNITY RELATIONS

SUBJECT: NOMINATION AND RECOGNITION OF COMMUNITY HONOREES

The Board of Education recognizes the importance and benefit of publicly recognizing the outstanding performance and contributions of people associated with the Massena Central School District. Such recognition can take many forms. The Board will consider plaques, tree plantings, memorials, or other such items as acceptable to the Board.

The Board shall designate areas for the installation of plaques, tree plantings, memorials, and other forms of recognition. The Board shall, by majority vote, approve any of the above forms of recognition to be presented in the Board's name, or to be displayed or placed on, or in, or affixed to, district property.

Plaques & Memorials

District employees and/or residents of the district may nominate a person or persons for recognition by requesting a Nomination Form from the District Clerk.

The recognition should be for a person or persons who have provided significant benefit to the district either in the course of his/her employment or volunteer efforts on behalf of the district. Consideration may also be given to a local individual who has attained substantial national, state, or local prominence.

A proposal must include clear justification for the recognition, a specific description of the recognition proposed, recommended wording of any inscriptions, the materials to be used to prepare the recognition, and how the recognition is to be funded. Priority will be given to items which also benefit students or others in the school community such as benches or scoreboards. The Board of Education reserves the right to accept, alter, or reject the proposal. District funds may not be used to purchase items of recognition.

The completed form must be returned to the District Clerk. Upon receipt, the District Clerk will provide copies of the form to the Superintendent. The Superintendent will consult the President of the Board of Education and the Director of Operations to review the nomination form for completeness. The Superintendent will then refer the request to the Facilities Committee to examine the nomination, seek input as appropriate from the school and community and make a recommendation as to the disposition of the nomination to the full Board of Education.

The Board of Education reserves the right to accept, alter, or reject the proposal. The Board will also make the final determination about materials, design, and wording of all forms of recognition will ensure that items are crafted so they are as maintenance free as possible, of high quality, and consistent in style, material and workmanship so as to be suitable for the intended location.

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The Board also reserves the right to hold a public dedication of plaques or other form of public recognition. Sufficient notice to the community regarding the date and time of such dedication will be made.

The District may remove, alter, or change the location of any recognition items at its discretion.

Naming of School Facilities

In rare circumstances, where the honoree's contributions to the District have been at a level of significance that warrants greater recognition, the naming of a facility, or portion thereof, may be considered. Such action will require considerable community support and documented achievement of the honoree to merit this highest level of acknowledgement. Specifically, the following conditions are required for the Board of Education to consider a naming request:

1. Completion of Recognition Nomination Form.
2. A petition with a minimum of 1000 signatures supporting the plan. The petition will contain personally identifying contact information.
3. A minimum of 100 letters of support. Such correspondences must be original in nature rather than form letters.
4. There will be a 45 day comment period for the presentation of oral and written correspondence including the aforementioned materials. This period will begin with the Board President's official announcement at a Board meeting that a naming request has been received by the District.

The Board of Education will consider the input received from the community and the record of the individual's contributions before making a final decision. Such decision will be made following the 45 day comment period at a meeting of the Board of Education.

The District may remove or change the name of its facilities at its discretion.

Adoption date: 7/11/19