



Memorandum

To: School Board Members **Date:** April 15, 2021
From: Superintendent Dr. Francisco Durán
cc: Catherine Ashby, Asst. Superintendent, School & Community Relations
Subject: **Renaming Process for Key Immersion Elementary School at ATS Site**

The naming process for Key Spanish Immersion Elementary School began on April 14, 2021. As per policy F-6.1, the naming committee includes parents, teachers, staff, civic associations, and an at-large representative. I plan to appoint Dulce Carrillo, of the Department of School and Community Relations, as staff liaison to support the committee in its work.

Proposed Naming Committee members for Key School:

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| 1. Principal | Marleny Perdomo |
| 2. Parent, Padres Latinos Unidos, Key School | Carla Toro |
| 3. Parent, Key School PTA President-elect | Erin Lester |
| 4. Parent/Guardian, Key School | Tom Coleman |
| 5. Teacher, 5 th Gr., Key School | Claudia Samayoa |
| 6. Administrative Assistant, Key School | Teresa Montoya |
| 7. Teacher/PR Liaison, Key School | Micaela Pond |
| 8. Instructional Assistant/Alumna, Key School | Sohany Orellana Montiel |
| 9. Bluemont Civic Association | Allen Norton |
| 10. At-Large Community Member | Shakti Shukla |

Staff Liaison (Non-Voting) Dulce Carrillo, Coordinator of Community Engagement, SCR

Once the School Board approves the naming committee roster, staff will proceed with the F-6.1 PIP-1 guidelines which clearly outline the process. We are holding the following three Wednesday evenings, 7- 8:30 p.m., for committee meetings:

Committee meeting 1 - April 14, 2021

- The committee will be given its charge for naming the school
- Staff will provide the naming policy via web link
- Committee will select a Committee Chair and the remainder of the first meeting will include time to begin to “brainstorm” possible ideas for the program name

Committee meeting 2 - April 28, 2021

- Discuss the expanded list of suggested names with the goal of developing a list of finalist names for consideration
- Decide if a survey or any other engagement opportunities are needed and, if so, how to gather additional feedback
- The staff liaison will assist the committee members with developing, distributing and compiling the results of those efforts for the committee's review and consideration

Committee meeting 3 – May 12, 2021

- At the third meeting, the Committee will vote to select a recommended name and alternate name for the school
- If additional time or adjustments to the schedule are needed for deliberations, the Committee Chair will work with the Staff Liaison and Committee members to develop a schedule that allows sufficient time to successfully conclude the committee's deliberations to complete the charge.

The Naming Committee will submit a report with the recommendation and alternate recommendation to the Superintendent for approval. The Committee Chair will present the Committee's recommendation to the School Board for information on May 20, 2021. The School Board is holding June 3, 2021 for action.

I will keep the Board apprised of further developments in this process.