



**Timeline for naming the new MMSD elementary school**  
(Consistent with BOE Policy 6700 and updated December, 2007)

September 17, 2007	Start of minimum 30 day period for public to submit proposals for the name of the new school
October 22	Last day to submit to the Superintendent proposals for naming the new school
October 29	Publicize the list of proposed names to the public and seek written comments to the proposed names from the public. The public has a minimum of 30 days to comment on the proposed names.
November 5	The Board of Education appoints a Citizens Naming Committee. The President of the Board of Education appoints a Committee chairperson.
December 3	Comments period ends. The Superintendent reviews each proposal and the public comments and conducts any additional needed research.
December 17	The Citizens Naming Committee receives from the Superintendent a list of all the proposed names, the public comments and any additional research on the names.
Week of January 7	Superintendent calls the first meeting of the Citizens Naming Committee.
Between the Week of January 7 & February 17*	The Committee reviews the list of proposed names, the public comments received, and the research provided by the Superintendent. The Committee also determines that the proposed names meet the naming criteria. The Committee seeks additional public comment, if desired.
By February 18*	The Citizens Naming Committee recommends to the Board of Education a minimum of four names and the reasons for the recommendations. The work of the Citizens Naming Committee must be completed.

Week of Feb. 25\*

The Board of Education holds a public hearing on the Citizens Naming Committee's recommendation on the proposed names.

March 17 or later\*

At least 14 days after the public hearing, BOE votes to select a name for the building or facility.

\* Pending approval by the Board of Education