



## WASHOE COUNTY SCHOOL DISTRICT SCHOOL NAMING COMMITTEE

Wednesday, February 7, 2018  
5:30 P.M.

### AGENDA

#### 1. OPENING ITEMS

- 1.01 Call to Order – 5:30 P.M., WCSD Central Administration Building, 425 East 9th Street, Board Room, Reno, Nevada 89512
- 1.02 Roll Call
- 1.03 Public Comment - Comments from the public are invited at this time on topics not specifically addressed elsewhere in the agenda. A "Citizen's Request to Speak" card should be filled out and submitted to the Recording Secretary before speaking during the Public Comment section. All persons are limited to 3 minutes per item. In accordance with Open Meeting Law and on the advice of legal counsel, the public body is discouraged from discussing and precluded from deliberating and/or acting on items raised by Public Comment which are not already on the agenda. The public body may impose reasonable content-neutral restrictions on public comment such as willfully disruptive comments that are irrelevant, repetitious, slanderous, offensive, inflammatory, irrational, or amounting to personal attacks or interfering with the rights of other speakers. Correspondence or written materials submitted for public comment by the general public shall be attached to the minutes of the meeting.
- 1.04 Action to Adopt the Agenda (For Possible Action) – Please Note: Items on this agenda may be taken out of order; The Public Body may combine two or more agenda items for consideration; and The Public Body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

#### 2. ITEMS FOR DISCUSSION, PRESENTATION AND/OR ACTION (Public comment: any individual may address the public body concerning any item listed below. A completed "Citizen's Right to Speak" card must be submitted to the public body at the meeting. During the discussion of each item on the agenda, the Chair will invite the individual to come forward to speak. Individuals are limited to three minutes per item.)

- 2.01 Discussion and Possible Approval of the Minutes from the October 16, 2017 School Naming Committee meeting. (For Possible Action)
- 2.02 Discussion and Possible Approval of the Minutes from the November 1, 2017 School Naming Committee meeting. (For Possible Action)
- 2.03 Discussion and Possible Approval of the Minutes from the December 6, 2017 School Naming Committee meeting. (For Possible Action)
- 2.04 Discussion and Possible Action on Semi-Finalist Name Submissions For The New Middle School In Sun Valley (see Attachment A to this Agenda for a list of those names), the community responses to those semi-finalists, and the creation of a finalist list of no more than three names based on individual rankings of committee members to be recommended to the Board of Trustees (For Possible Action)

- 2.05 Presentation and Discussion of the time period for name submissions for the next new school to be named (For Discussion Only)

### 3. CLOSING ITEMS

- 3.01 Announcement of Next Regular Meeting – TBA
- 3.02 Public Comment - Comments from the public are invited at this time on topics not specifically addressed elsewhere in the agenda. A "Citizen's Request to Speak" card should be filled out and submitted to the Recording Secretary before speaking during the Public Comment section. All persons are limited to 3 minutes per item. In accordance with Open Meeting Law and on the advice of legal counsel, the public body is discouraged from discussing and precluded from deliberating and/or acting on items raised by Public Comment which are not already on the agenda. The public body may impose reasonable content-neutral restrictions on public comment such as willfully disruptive comments that are irrelevant, repetitious, slanderous, offensive, inflammatory, irrational, or amounting to personal attacks or interfering with the rights of other speakers. Correspondence or written materials submitted for public comment by the general public shall be attached to the minutes of the meeting.
- 3.03 Adjourn Meeting

Forum Restrictions and Orderly Conduct of Business: The School Naming Committee conducts the business of the Washoe County School District during its meetings. The presiding officer may order the removal of any person whose statement or other conduct disrupts the orderly, efficient or safe conduct of the meeting. Warnings against disruptive comments or behavior may or may not be given prior to removal. The viewpoint of a speaker will not be restricted, but reasonable restrictions may be imposed upon the time, place and manner of speech. Irrelevant and unduly repetitious statements and personal attacks which antagonize or incite others are examples of speech that may be reasonably limited.

Members of the public wishing to request supporting materials for this meeting or who are disabled and require special accommodations at the meeting should contact Board Services in writing at [committees@washoeschools.net](mailto:committees@washoeschools.net) or by telephone at 775-348-0364.

This agenda and supporting materials, when appropriate, have been posted at the following locations:

[www.washoeschools.net](http://www.washoeschools.net)

[www.boarddocs.com/nv/washoe/Board.nsf/Public](http://www.boarddocs.com/nv/washoe/Board.nsf/Public)

State of Nevada website ([notice.nv.gov](http://notice.nv.gov))

WCSD Central Administrative Building

Washoe County Administration Building

Washoe County Courthouse

Reno City Hall

Sparks City Hall

Sparks Library

Pyramid Lake Paiute Tribe Administration Building

Reno Sparks Indian Colony Administrative Office



# Community Input

## Semi-finalist names for new middle school in Sun Valley

Results based on a public online survey with 74 responses by District staff, students, families, and community members. By ranking and number of votes:

First Choice		Second Choice		Third Choice	
Michael Landsberry	37	Sun Valley	26	Desert Skies	17
Desert Skies	15	Desert Skies	21	Debbie Smith	16
Sun Valley	14	Debbie Smith	9	Sun Valley	14
Fred Horlacher	4	John Bohach	7	Michael Landsberry	7
Debbie Smith	3	Michael Landsberry	6	Fred Horlacher	7
Neil Fockler	1	Fred Horlacher	2	Neil Fockler	7
Karen Tatomer	0	Neil Fockler	2	John Bohach	4
John Bohach	0	Karen Tatomer	1	Karen Tatomer	2
Fourth Choice		Fifth Choice		Sixth Choice	
Debbie Smith	18	Neil Fockler	20	Karen Tatomer	20
Karen Tatomer	14	Fred Horlacher	15	Fred Horlacher	15
Desert Skies	10	Karen Tatomer	10	Neil Fockler	13
John Bohach	10	John Bohach	10	John Bohach	9
Michael Landsberry	7	Debbie Smith	8	Debbie Smith	7
Neil Fockler	7	Michael Landsberry	6	Sun Valley	5
Fred Horlacher	5	Desert Skies	3	Michael Landsberry	4
Sun Valley	3	Sun Valley	2	Desert Skies	1
Seventh Choice		Eighth Choice			
Fred Horlacher	18	John Bohach	22		
Karen Tatomer	16	Neil Fockler	13		
John Bohach	12	Karen Tatomer	11		
Neil Fockler	11	Debbie Smith	9		
Desert Skies	5	Fred Horlacher	8		
Sun Valley	5	Sun Valley	5		
Debbie Smith	4	Michael Landsberry	4		
Michael Landsberry	3	Desert Skies	2		



## **Washoe County School District School Naming Committee Meeting Minutes**

October 16, 2017

### **1. Opening Items**

#### **1.01 Call to Order**

The meeting of the School Naming Committee was called to order at 5:30 p.m. in the WCSD Central Administration Building, 425 E. Ninth Street, Board Room, Reno, Nevada.

#### **1.02 Roll Call**

Committee Members Joe Gabica, Elisabeth Genasci, Carly Lott, Alyson Castro, Clyyne Cook, Frank Perez, Jennifer Hampton, Mercedes De La Garza and Renee Martin were present at roll call. Sara Moreno and Stacy Gomez were absent at roll call. Staff Liaison Riley Sutton was also present.

#### **1.03 Public Comment**

There was no public comment given.

### **2. Items for Discussion, Presentation and/or Action**

#### **2.01 Discussion and Possible Approval of the Minutes from the September 6, 2017 Naming Committee meeting**

Carly Lott moved to strike out agenda item 2.01, as there were no meeting minutes prepared, second by Renee Martin. Motion carried unanimously.

#### **2.02 Presentation and Discussion on Changes to Board Policy 7110, Naming of Schools and School Facilities (For Discussion Only)**

Staff Liaison, Riley Sutton, updated the committee on Board Policy 7110, stating that it was previously in draft format pending final approval from the Board of Trustees and it has since been passed/approved and is fully in effect.

## **2.02 Public Comment**

Lynn Le Goy congratulated the committee on reaching out to the community for the selection of a name for new schools. She also stated her belief that there is a digital or electronic divide in the selection process, that the current system favors those that have electronic communication and access.

## **2.03 DISCUSSION AND POSSIBLE ACTION on Semi-Finalist Name Submissions For The New Elementary School In The South Meadows (see Attachment A to the Agenda for the list of those names), the community responses to those semi-finalists, and the creation of a finalist list of no more than three names based on individual rankings of committee members to be recommended to the Board of Trustees (For Possible Action)**

### Public Comment

- Jason Soto, Barbara Bohach and Adam Wygnanski spoke in support of the name John Bohach for the new elementary school.
- Ron Turek, Scott Turek, Kim Anastassatos, and Laurie Pomajzl spoke in support of Ann Jones Carlson for the new elementary school.
- Valerie Glatthar spoke in support of Mary Lemman for the new elementary school.
- Shirley Bertschinger, Donna Havelka, LaMerne Kozlowski, Fran Terras, Lynn Le Goy, Kathleen Maxfield, and Lucille Adin spoke in support of Nick Poulakidas for the new elementary school.
- Greg Smith spoke in support of naming a school after Debbie Smith closer to the area that she lived in and represented at the legislature.

Mr. Sutton explained the online survey and the ranking process.

The committee discussed how many finalist names they wanted to forward to the Board of Trustees for final consideration.

### **On motion by Joe Gabica, second by Mercedes De La Garza, the School Naming Committee voted to have three be the number of finalist names submitted to the Board of Trustees. Motion Carried unanimously.**

The committee discussed the semi-finalist names and each individual committee member's top choices and reasons for each selection. Each committee member then assigned points to their top three choices, three points being their first choice, two points for their second choice, and one point being their last choice. Mr. Sutton tallied points. The top three choices in order were Nick Poulakidas, John Bohach and Ann Jones Carlson.

**On motion by Elisabeth Genasci, second by Mercedes De La Garza, the school naming committee voted to forward the names Nick Poulakidas, Ann Jones Carlson and John Bohach to a future meeting of the Board of Trustees for final consideration for the name of the new elementary school in the South Meadows. Motion carried unanimously.**

**2.04 PRESENTATION AND DISCUSSION OF NAME RANKING CRITERIA FOR FUTURE SURVEYS, INCLUDING DISCUSSION OF POTENTIAL ACCOMMODATIONS FOR PLACE-NAME SUBMISSIONS TO PROVIDE APPROPRIATE BALANCE WITH PERSON-NAME SUBMISSIONS (FOR DISCUSSION ONLY).**

Mr. Sutton spoke to the committee and asked for any comments and/or feedback on the current selection process. Clyyne Cook spoke regarding the name submissions, and feedback received online as opposed to public comments at the committee meetings themselves. She noted that those different mediums had yielded different levels of support for different school name submissions. She also mentioned that the committee might be better served by picking fewer semifinalists for future schools to get more focused input.

In response to a clarification question from Renee Martin, Mr. Sutton clarified that any names that were submitted, but not selected by the Board of Trustees as the name for a school, must be resubmitted to be considered for the name of any future school.

Mercedes De La Garza commented about the challenges of an electronic submission when not everyone has access to computers, and suggested having some paper copies available.

Mr. Sutton responded that there was no budget to proactively print and distribute copies, but paper copies could be made available at the District office. WCSD Chief General Counsel Neil Rombardo clarified that we are also required to print and provide any materials subject to Open Meeting Law, such as this, upon request.

**2.05 PRESENTATION AND DISCUSSION OF THE TIME PERIOD FOR NAME SUBMISSIONS FOR THE NEXT SCHOOL TO BE NAMED (FOR DISCUSSION ONLY)**

Riley Sutton notified the committee that the closing date on the submissions for the Spanish Springs Middle School will be on October 20<sup>th</sup> and the committee will consider all of those submissions at the next meeting on November 1st.

### **3. Closing Items**

**3.01 Announcement of Next Meeting:** November 1, 2017 at the WCSD Administration Building, 425 East 9<sup>th</sup> Street, Board Room, Reno Nevada.

#### **3.02 Public Comment**

There was no public comment given.

#### **3.03 Adjourn Meeting**

There being no further business, Chair Frank Perez adjourned the meeting at 6:54 p.m.



## **Washoe County School District School Naming Committee Meeting Minutes**

December 6, 2017

### **1. Opening Items**

#### **1.01 Call to Order**

The meeting of the School Naming Committee was called to order at 5:30 p.m. in the WCSD Central Administration Building, 425 E. Ninth Street, Board Room, Reno, Nevada.

#### **1.02 Roll Call**

Committee Members Joe Gabica, Elisabeth Genasci, Clyyne Cook, Frank Perez, Jennifer Hampton, Mercedes De La Garza and Renee Martin were present at roll call. Sara Moreno, Alyson Castro and Stacy Gomez were absent at roll call. Carly Lott was absent at roll call but arrived at 5:33p.m. Staff Liaison Riley Sutton was also present.

#### **1.03 Public Comment**

There was no public comment given.

#### **1.04 Action to Adopt the Agenda**

Motion from Mercedes De La Garza and second by Elisabeth Genasci to adopt the agenda. Motion carried unanimously.

### **2. Items for Discussion, Presentation and/or Action**

#### **2.01 Discussion and Possible Approval of the Minutes from the September 6, 2017 Naming Committee meeting**

Motion from Joe Gabica to approve the September meeting minutes, second by Mercedes De La Garza. Motion carried unanimously.

#### **2.02 Discussion about considering unpicked finalist names in determinations for the naming of future schools**

Committee Liaison, Riley Sutton, reported that the WCSD Board of Trustees did vote and selected the School Naming Committee's top choice for the name for the new elementary school in South Reno; therefore, the new school will be named Nick Poulakidas Elementary School.

In addition, the Board of Trustees determined that the two runner-up names will automatically rollover into consideration at the semi-finalist level for all upcoming schools, in addition to any other semi-finalist names chosen by the committee.

**2.03 Discussion and Possible Action on Semi-Finalist Name Submissions For The New Middle School In The Spanish Springs, the community responses to those semi-finalists, and the creation of a finalist list of no more than three names based on individual rankings of committee members to be recommended to the Board of Trustees.**

Committee discussed the selection process and determined to move forward with the process previously used in coming up with finalist names for the new elementary school. Each member spoke on his or her top three choices and reasons for selection.

Each committee member then assigned points to their top three choices, 3 points being their first choice, two points for their second choice, and one point being their last choice. Mr. Sutton tallied points. The top three choices in order were Michael Landsberry, Debbie Smith and John Bohach respectively. This was a non-binding point total allowing discussion from the committee.

Motion by Carly Lott to accept the names (Michael Landsberry, Debbie Smith and John Bohach) and the scores given, second by Clyyne Cook. Discussion from the committee to add a geographical location to the list.

Carly Lott requested to amend her original motion to remove John Bohach and replace it with Sky Ranch, second by Clyyne Cook.

Board Services Coordinator, Jennifer Batchelder, verified for the committee that they would first need to vote on the amendment to replace Bohach with Sky Ranch, and then go back to the original motion to approve moving forward with the three finalist names of Michael Landsberry, Debbie Smith and Sky Ranch. She also clarified, in response to a question from Mr. Sutton, that the request by Ms. Lott and second by Ms. Cook to amend the original motion sufficiently constituted a motion and second to amend that original motion.

Mr. Gabica questioned whether, if this motion were to succeed, the Board of Trustees might not be confused to see finalist names different from the ranking totals, given the weight that the Board had placed on the committee's ranking of the names for the previous school, Nick Poulakidas Elementary School. Mr. Sutton stated his belief that this could be addressed and clarified in the eventual presentation to the Board, and did not need the cumbersome process of re-ranking and re-voting on the finalists.

**The amendment to the original motion, made by Ms. Lott and seconded by Ms. Cook, to replace John Bohach with Sky Ranch as one of the finalist names, carried unanimously.**

**The committee then voted on the amended motion (moved by Ms. Lott and seconded by Ms. Cook) to forward the names Michael Landsberry, Debbie Smith and Sky Ranch to a future meeting of the Board of Trustees for final consideration for the name of the new middle school in Spanish Springs. Motion carried unanimously.**

#### **2.04 Public Comment**

There was no public comment given.

**2.04 Discussion and Possible Action on community name submissions for the new middle school in Sun Valley (see Attachment B to the Agenda for a list of those names), the committee members' individual ranking of those submissions, and the creation of a semi-finalist list of no more than 10 names based on the individual rankings of the committee members to be considered at a future meeting for recommendation to the Board of Trustees**

The committee shared personal comments on the new names submitted followed by providing their top ten choices, recorded by Committee Liaison, Riley Sutton. The committee then scored each name on the list 1-5. Mr. Sutton tallied the scores. It was clarified to the group that John Bohach would automatically be added to the semi-finalist list.

**Motion by Mercedes De La Garza, second by Clyyne Cook to move forward with the following seven names: Michael Landsberry, Debbie Smith, Neil Fockler, Fred Horlacher, Karen Tatomer, Sun Valley, and Desert Skies to a semi-finalist list. Motion carried unanimously.**

### **3. Closing Items**

**3.01 Announcement of Next Meeting:** February 7, 2018 at the WCSD Administration Building, 425 East 9<sup>th</sup> Street, Board Room, Reno Nevada.

#### **3.02 Public Comment**

There was no public comment given.

#### **3.03 Adjourn Meeting**

There being no further business, Chair Frank Perez adjourned the meeting at 6:54 p.m.

DRAFT



## **Washoe County School District School Naming Committee Meeting Minutes**

November 1, 2017

### **1. Opening Items**

#### **1.01 Call to Order**

The meeting of the School Naming Committee was called to order at 5:35 p.m. in the WCSD Central Administration Building, 425 E. Ninth Street, Board Room, Reno, Nevada.

#### **1.02 Roll Call**

Committee Members Joe Gabica, Elisabeth Genasci, Clyyne Cook, Frank Perez, Jennifer Hampton, Mercedes De La Garza, Carly Lott and Renee Martin were present at roll call. Sara Moreno and Stacy Gomez were absent at roll call. Staff Liaison Riley Sutton was also present.

#### **1.03 Public Comment**

There was no public comment given.

#### **1.04 Action to Adopt the Agenda**

Motion from Joe Gabica, second by Clyyne Cook to adopt the agenda with the exception of items 2.02 and 2.03 as there are no meeting minutes prepared to approve. Motion carried unanimously.

### **2. Items for Discussion, Presentation and/or Action**

#### **2.01 Discussion and Possible Approval of the Minutes from the August 2, 2017 Naming Committee meeting**

Motion by Renee Martin to approve the August meeting minutes, second by Elisabeth Genasci. Motion carried unanimously.

## **2.04 Public Comment**

Jason Evans spoke in support of the name Deloy Anderson for a new high school in Spanish Springs.

### **2.04 Discussion and Possible Action on community name submissions for the new middle school in the Spanish Springs area (see Attachment A to the Agenda for a list of those names), the committee members' individual ranking of those submissions, and the creation of a semi-finalist list of no more than 10 names based on the individual rankings of the committee members to be considered at a future meeting for recommendation to the Board of Trustees**

Mr. Sutton explained the ranking process and each committee member determined their top 10 choices.

Elisabeth Genasci suggested that they review how person names versus geographic locations will be weighed in the voting process. Riley clarified that all six categories, according to board policy, need to be considered.

Clynne Cook suggested choosing fewer than 10 semi-finalist names for this particular school, Frank Perez spoke in support of that idea based on the number of overall submissions.

Committee members each individually gave their suggestions for semi-finalist names, and discussed their choices. Committee members then had the opportunity to re-rank and score these names based on public comments and committee discussion.

Committee members then gave their individual score totals (from scores in each of the individual categories) for each of these top names. Mr. Sutton totaled those complete committee scores.

The committee discussed the names, and several members expressed a desire to add more geographic names to the semi-finalist list.

**Motion by Elisabeth Genasci to create a semi-finalist list for the name of the new middle school in the Spanish Springs area consisting of the following names: Michael Landsberry, Debbie Smith, Deloy Anderson, John Bohach, Fred Horlacher, Evelyn Mount, Jack Reviglio, Sky Ranch, Spanish Springs and Rockedyne, second by Renee Martin. Motion carried unanimously.**

### **3. Closing Items**

**3.01 Announcement of Next Meeting:** December 6, 2017 at the WCSD Administration Building, 425 East 9<sup>th</sup> Street, Board Room, Reno Nevada.

#### **3.02 Public Comment**

There was no public comment given.

#### **3.03 Adjourn Meeting**

There being no further business, Chair Frank Perez adjourned the meeting at 6:38 p.m.

## WS1 Handout 21: Memorials: Special Considerations When Memorializing an Incident

When a tragedy occurs at a school, there often is a call for the creation of a memorial to remember or commemorate the loss or tragic event. Many recommendations, special considerations, and decisions will need to be made in the emotional aftermath of a school crisis. This handout highlights and addresses some key points for your memorial committee to consider when your school is faced with the challenge of designing a memorial following an incident.

### The Purpose of a Memorial

Memorials are a way for students, staff, and the community to express their grief. Because they are often group events, they serve to normalize feelings. Memorials can also be learning events for children and opportunities for students to take an active role in the grieving process.

Depending on the age of your students, many of them will not have much experience, if any, with death and the grieving process. Therefore, part of the response will be to teach students about the grieving process and what to expect at memorial services, events, or activities. Children may learn about customs, rituals, and the different kinds of reactions and emotions they can expect to have themselves or see in others. Memorials will likely evoke questions from students, so they should be given time to ask questions. This will help them feel more prepared for the memorial, which may subsequently serve to reduce feelings of anxiety.

### Do No Harm

A memorial should “do no harm”—memorial or gathering sites should be safe. For example, if a student has died in a car crash, do not allow students to gather and grieve at the accident site if it is beside a busy street or highway. Keep candles at the memorial site separate from stuffed animals, flowers, and letters and poems. Let students’ questions be the guide; do not force them to discuss or attend the memorial if they are not ready. Making students feel obligated to express themselves or grieve before they are ready may be doing more harm than good. Emotional numbing may be a protective factor for a child during the initial stages of grief.

### Types of Memorials

When appropriate, encourage your students to express themselves by providing them with a number of choices in memorial activities. A variety of activities will increase the likelihood that individual students can choose their preferred mode of expression. Choosing to create a memorial—whether permanent, semipermanent, or temporary—is no small decision.

Permanent memorials may include a granite monument, permanent artwork, an engraved stone, or a permanent plaque (e.g., <http://www.columbinememorial.org/Welcome.asp>).

Permanent memorials require careful planning and discussion before any final decisions are made: Is there potential for retraumatization? Are there design, perception, and/or political implications? Other things to consider

are maintenance costs, memorial policies, cultural norms, time commitment, location, management of initial donations, long-term implications, and costs. One large high school district established a policy that no space or place on campus can be permanently named after a person. This district-wide policy decreases the likelihood of permanent memorials and promotes renewable or living memorials.

Semipermanent, renewable, or living memorials may include a tree planting, a memory garden, dedication of a space such as the library or gymnasium, a bench, an annual scholarship, or an annual 5K run. For semipermanent memorials, the school will want to designate how many years the memorial will remain in place.

Temporary memorials may include a nonrenewable scholarship; a temporary website or online memorial; a one-time monetary donation to charity; a message on a poster or banner; a memory book; writing an individual or group letter; keeping a journal; creating a personal song, poem, or other art project; a candlelight vigil; or an impromptu memorial site (collection of balloons, flowers, stuffed animals, and photos). Most temporary memorials are short term, can be given away as a gift or donation, or they will expire or come to an end within a year.

In most school-related deaths, it is most appropriate to create temporary memorials. Temporary memorials allow students, staff, and families to express their grief in a positive and constructive manner.

### Memorial Best Practices

- Develop a school- or district-wide policy concerning memorials.
- Suggest having a written “memorial procedures” plan.
- Designate a memorial committee and committee chairperson to make decisions.
- Involve all important stakeholders (students, staff, parents, and community members).
- Be proactive in working with families and students to create appropriate memorials.
- Follow the maxim of “do no harm.” Memorials should not be a source of retraumatization.
- Do not make memorial creation or attendance mandatory.

Although some literature exists regarding memorials, there is not a great deal of empirical research validating the use of memorials. In the crisis preparedness phase, it is recommended that districts develop guidelines about memorials before a crisis event takes place. The guidelines serve several purposes: (a) common definitions; (b) guidance for administrators, especially with an event that is highly emotional; and (c) consistency of implementing memorials between schools and crises.

A memorial committee may be assembled to help develop and promote memorial guidelines and policies. The committee will be responsible for making difficult and sensitive decisions. The committee will need to obtain support and consensus among the stakeholders involved. This is not always an easy task. For example, following a school shooting in Springfield, Oregon, Cathy Paine wrote: “The design and construction of a permanent memorial proved to be one of the biggest challenges of our recovery. Initially, there was a lack of funding and agreement about the details of the memorial design. A second committee was formed and the memorial was dedicated on the fifth anniversary of the shooting. The permanent memorial consists of trees, benches, a basalt pillar, and a memorial fence, which are all located in a small park near the high school.”

Because memorials are group events, it is a time for people to come together and to support one another. Often memorials serve as a gathering place on important anniversaries after an event. If groups are gathering at a memorial site, the memorial committee should make school staff aware of the events so they can provide supervision; monitor student reactions and the appropriateness of the activities; and support students, staff, and community members. If memorials take place off school grounds, at least one school representative should be present, if possible.

## Memorials After a Suicide

Memorials following a suicide are particularly important to monitor. The following approaches are recommended:

- Do not make a permanent memorial following a suicide.
- Do not glorify, highlight, or accentuate the event in any way.
- Choose memorials that are temporary, nonrenewable, or in the form of a “living” memorial (e.g., monetary donation to charity or research, purchase of a suicide prevention program for students). These memorials will positively affect surviving students as opposed to glorifying the students that died by suicide, which increases the risk that others will copy the act.

Every decision made regarding memorials after a student suicide will be extremely important, because it may help prevent the death of another student. It has been estimated that 100–200 students die each year in suicide clusters. School administrators and mental health staff can help by making recommendations not to establish permanent memorials after a death by a suicide. Memorials following a suicide may glamorize death or communicate that suicide is an appropriate or desired response to stress. School staff should discourage whole-school assemblies, full-page dedications in a yearbook, establishment of a scholarship, flying a flag at half mast, or any long-term commemoration. Spontaneous memorials (balloons, flowers, pictures, and letters) should be removed or allowed for only a short time.

Having an established school policy that addresses memorials in the district, and educating students, staff, and parents, will help to alleviate potential hard feelings and resentment by those who may not understand the reasoning for this approach and may be upset by it. Addressing the requests of grieving parents is easier when administrators can refer to a school policy. Decision makers need to remember that their primary concern should be about the surviving students that are left in their care. Otherwise, saying no to a memorial can be misinterpreted as the school not caring or being insensitive.

## Memorials: A List of “Dos and Don’ts”

Memorial events and activities can be healthy venues that promote emotional expression and provide a sense of hope and recovery for those who participate. This list will serve as a quick guide for school officials who will ultimately be making decisions to best support students.

DOs	DON'Ts
<p>DO designate a chairperson and/or committee to oversee current and future memorial activities.</p> <p>DO create or refer to school policies that specifically address memorial plans and procedures.</p> <p>DO provide a variety or range of memorial activities for students so they can choose their own way of expressing grief.</p>	<p>DO NOT underestimate people’s intense emotions, such as anger, sadness, or the resurfacing of past losses or traumas at memorial events.</p> <p>DO NOT pathologize normal grief reactions (consider handing out information about “common grief reactions”).</p> <p>DO NOT mandate that students attend or participate in memorial events or funeral services.</p>

DOs	DON'Ts
<p>DO promote memorials and activities that foster a sense of hope, recovery, and positive action.</p> <p>DO educate students about memorial behavior and expectations (e.g., people may express their emotions openly at a memorial).</p> <p>DO provide a variety of age-appropriate memorial activities that reflect the student's developmental stage.</p> <p>DO give permission for students to leave a memorial event if they do not feel comfortable and suggest an alternate activity (recommended that staff supervise students that leave).</p> <p>Do provide students and staff with additional options (counseling, talking to a trusted adult) should they become overwhelmed with emotions and need additional support.</p> <p>DO disseminate facts and provide information to parents and staff about crisis reactions and adaptive and maladaptive coping responses.</p> <p>DO demonstrate awareness and sensitivity toward culturally related expressions, practices, and activities.</p> <p>DO closely supervise all memorial events to make sure they are appropriate, safe, and follow the maxim of "do no harm."</p> <p>DO monitor individuals at memorial events and make sure they are linked with or referred to mental health professionals, if needed. (Students indicating self-harm or violent intent need to be referred immediately.)</p> <p>DO promote "living" memorials that benefit others (e.g., donations for a suicide prevention program).</p>	<p>DO NOT designate permanent memorials, plaques, or pages in a yearbook for students that die by suicide.</p> <p>DO NOT glorify or accentuate any temporary memorials for a student that dies by suicide.</p> <p>DO NOT hold an assembly after the death of a student who died by suicide (to minimize glorification of the student's death).</p> <p>DO NOT close school or dismiss early to allow students and staff to attend a funeral (students and staff should be permitted to attend on an individual basis).</p> <p>DO NOT allow any form of subtle or obvious gang representation such as symbols or colors.</p> <p>DO NOT announce the death of a student over the intercom system (classroom announcements are more personal).</p> <p>DO NOT encourage funerals to be held at a school.</p> <p>DO NOT allow memorials to be placed at the entrance of a school (memorials need to be optional).</p> <p>DO NOT attempt to have the school provide all memorials (community groups may also provide venues and activities as a remembrance or commemoration of the event).</p>

Note. Adapted from *Memorial activities at school: A list of "Do's and Don'ts."* [http://www.nasponline.org/resources/crisis\\_safety](http://www.nasponline.org/resources/crisis_safety)

Remembrance or commemoration T-shirts have gained in popularity but can present potential problems. Most often, school staff may not be aware of the T-shirts until multiple students are wearing the T-shirts. Questions to discuss when forming memorial policies include: (a) Will T-shirts be allowed? If not, what other alternative memorial activities can be suggested to students? (b) If no T-shirts are allowed and students violate policy, how will the administration handle the violation? Will the staff have students remove or cover the T-shirts or will they send the students home?

(c) If T-shirts are allowed, can they be created to memorialize a student who was involved in illegal or gang activities? (d) How long is it appropriate for students to wear the shirts? (e) Can students wear them for more than a week, more than a month, or for the rest of the year? These are challenging decisions for schools and districts to make; thus the importance of developing consistent policies.

Many decisions must be made when creating a memorial following a school crisis or tragedy. It is important for school districts to proactively establish memorial policies and procedures before a crisis occurs. Establishing a committee to help guide the creation of appropriate memorials will allow students, staff, and community members an opportunity to grieve and express themselves in a manner that promotes healthy healing.

### Resources

- Brock, S. E., Sandoval, J., & Lewis, S. (2001). *Preparing for crises in the schools: A manual for building school crisis response teams* (2nd ed.). New York, NY: Wiley.
- Heath, M. A., Bingham, R., & Dean, B. (2008). The role of memorials in helping children heal. *School Psychology Forum: Research in Practice*, 2, 17–29.
- National Association of State Mental Health Program Directors. (2010). *Preventing Suicide: A Toolkit for High Schools*. HHS Publication No. (SMA) Rockville, MD: Center for Mental Health Services, Substance Abuse and Mental Health Services Administration.
- Paine, C. K. (2007, January). *Hope and healing: Recovery from school violence*. Paper presented at the Confronting Violence in Our Schools: Planning, Response, and Recovery symposium of the Public Entity Risk Institute. Retrieved from: [https://www.riskinstitute.org/peril/images/file/Paine\\_HopeandHealing.pdf](https://www.riskinstitute.org/peril/images/file/Paine_HopeandHealing.pdf)
- Poland, S., & Poland, D. (2004, April). Dealing with death at school. *Principal Leadership*, 8, 8–12.
- U.S. Department of Education, Emergency Response and Crisis Management (ERCM) Technical Assistance Center. (2007). Paying tribute to deceased school community members. *ERCM Express*, 3(3), 1–8. Retrieved from [http://rems.ed.gov/docs/ERCMNewsletter\\_Memorials.pdf](http://rems.ed.gov/docs/ERCMNewsletter_Memorials.pdf)
- Zenere, F. (2009, October). Suicide clusters and contagion. *Principal Leadership*, 12, 12–16.

Communication from legal counsel for Ms. Landsberry

Send	To...	<a href="#">Christine Aramini &lt;aramini@msd.net&gt;</a>
	Cc...	
	Bcc...	
Subject	RE: proposed school name: Landsberry	

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**From:** Christine Aramini  
**Sent:** Wednesday, January 17, 2018 10:01 AM  
**To:** Sutton, Riley  
**Subject:** RE: proposed school name: Landsberry

Riley, I spoke with Ms. Landsberry today and she requested that I respond to you as her legal representative. I am happy to inform you that Ms. Landsberry approves and welcomes a school being named after her husband, Michael Landsberry. Let me know if you have any further questions or concerns.

Christine Aramini

## WS1 Handout 21: Memorials: Special Considerations When Memorializing an Incident

When a tragedy occurs at a school, there often is a call for the creation of a memorial to remember or commemorate the loss or tragic event. Many recommendations, special considerations, and decisions will need to be made in the emotional aftermath of a school crisis. This handout highlights and addresses some key points for your memorial committee to consider when your school is faced with the challenge of designing a memorial following an incident.

### The Purpose of a Memorial

Memorials are a way for students, staff, and the community to express their grief. Because they are often group events, they serve to normalize feelings. Memorials can also be learning events for children and opportunities for students to take an active role in the grieving process.

Depending on the age of your students, many of them will not have much experience, if any, with death and the grieving process. Therefore, part of the response will be to teach students about the grieving process and what to expect at memorial services, events, or activities. Children may learn about customs, rituals, and the different kinds of reactions and emotions they can expect to have themselves or see in others. Memorials will likely evoke questions from students, so they should be given time to ask questions. This will help them feel more prepared for the memorial, which may subsequently serve to reduce feelings of anxiety.

### Do No Harm

A memorial should “do no harm”—memorial or gathering sites should be safe. For example, if a student has died in a car crash, do not allow students to gather and grieve at the accident site if it is beside a busy street or highway. Keep candles at the memorial site separate from stuffed animals, flowers, and letters and poems. Let students’ questions be the guide; do not force them to discuss or attend the memorial if they are not ready. Making students feel obligated to express themselves or grieve before they are ready may be doing more harm than good. Emotional numbing may be a protective factor for a child during the initial stages of grief.

### Types of Memorials

When appropriate, encourage your students to express themselves by providing them with a number of choices in memorial activities. A variety of activities will increase the likelihood that individual students can choose their preferred mode of expression. Choosing to create a memorial—whether permanent, semipermanent, or temporary—is no small decision.

Permanent memorials may include a granite monument, permanent artwork, an engraved stone, or a permanent plaque (e.g., <http://www.columbinememorial.org/Welcome.asp>).

Permanent memorials require careful planning and discussion before any final decisions are made: Is there potential for retraumatization? Are there design, perception, and/or political implications? Other things to consider

are maintenance costs, memorial policies, cultural norms, time commitment, location, management of initial donations, long-term implications, and costs. One large high school district established a policy that no space or place on campus can be permanently named after a person. This district-wide policy decreases the likelihood of permanent memorials and promotes renewable or living memorials.

Semipermanent, renewable, or living memorials may include a tree planting, a memory garden, dedication of a space such as the library or gymnasium, a bench, an annual scholarship, or an annual 5K run. For semipermanent memorials, the school will want to designate how many years the memorial will remain in place.

Temporary memorials may include a nonrenewable scholarship; a temporary website or online memorial; a one-time monetary donation to charity; a message on a poster or banner; a memory book; writing an individual or group letter; keeping a journal; creating a personal song, poem, or other art project; a candlelight vigil; or an impromptu memorial site (collection of balloons, flowers, stuffed animals, and photos). Most temporary memorials are short term, can be given away as a gift or donation, or they will expire or come to an end within a year.

In most school-related deaths, it is most appropriate to create temporary memorials. Temporary memorials allow students, staff, and families to express their grief in a positive and constructive manner.

### Memorial Best Practices

- Develop a school- or district-wide policy concerning memorials.
- Suggest having a written “memorial procedures” plan.
- Designate a memorial committee and committee chairperson to make decisions.
- Involve all important stakeholders (students, staff, parents, and community members).
- Be proactive in working with families and students to create appropriate memorials.
- Follow the maxim of “do no harm.” Memorials should not be a source of retraumatization.
- Do not make memorial creation or attendance mandatory.

Although some literature exists regarding memorials, there is not a great deal of empirical research validating the use of memorials. In the crisis preparedness phase, it is recommended that districts develop guidelines about memorials before a crisis event takes place. The guidelines serve several purposes: (a) common definitions; (b) guidance for administrators, especially with an event that is highly emotional; and (c) consistency of implementing memorials between schools and crises.

A memorial committee may be assembled to help develop and promote memorial guidelines and policies. The committee will be responsible for making difficult and sensitive decisions. The committee will need to obtain support and consensus among the stakeholders involved. This is not always an easy task. For example, following a school shooting in Springfield, Oregon, Cathy Paine wrote: “The design and construction of a permanent memorial proved to be one of the biggest challenges of our recovery. Initially, there was a lack of funding and agreement about the details of the memorial design. A second committee was formed and the memorial was dedicated on the fifth anniversary of the shooting. The permanent memorial consists of trees, benches, a basalt pillar, and a memorial fence, which are all located in a small park near the high school.”

Because memorials are group events, it is a time for people to come together and to support one another. Often memorials serve as a gathering place on important anniversaries after an event. If groups are gathering at a memorial site, the memorial committee should make school staff aware of the events so they can provide supervision; monitor student reactions and the appropriateness of the activities; and support students, staff, and community members. If memorials take place off school grounds, at least one school representative should be present, if possible.

## Memorials After a Suicide

Memorials following a suicide are particularly important to monitor. The following approaches are recommended:

- Do not make a permanent memorial following a suicide.
- Do not glorify, highlight, or accentuate the event in any way.
- Choose memorials that are temporary, nonrenewable, or in the form of a “living” memorial (e.g., monetary donation to charity or research, purchase of a suicide prevention program for students). These memorials will positively affect surviving students as opposed to glorifying the students that died by suicide, which increases the risk that others will copy the act.

Every decision made regarding memorials after a student suicide will be extremely important, because it may help prevent the death of another student. It has been estimated that 100–200 students die each year in suicide clusters. School administrators and mental health staff can help by making recommendations not to establish permanent memorials after a death by a suicide. Memorials following a suicide may glamorize death or communicate that suicide is an appropriate or desired response to stress. School staff should discourage whole-school assemblies, full-page dedications in a yearbook, establishment of a scholarship, flying a flag at half mast, or any long-term commemoration. Spontaneous memorials (balloons, flowers, pictures, and letters) should be removed or allowed for only a short time.

Having an established school policy that addresses memorials in the district, and educating students, staff, and parents, will help to alleviate potential hard feelings and resentment by those who may not understand the reasoning for this approach and may be upset by it. Addressing the requests of grieving parents is easier when administrators can refer to a school policy. Decision makers need to remember that their primary concern should be about the surviving students that are left in their care. Otherwise, saying no to a memorial can be misinterpreted as the school not caring or being insensitive.

## Memorials: A List of “Dos and Don’ts”

Memorial events and activities can be healthy venues that promote emotional expression and provide a sense of hope and recovery for those who participate. This list will serve as a quick guide for school officials who will ultimately be making decisions to best support students.

DOs	DON'Ts
<p>DO designate a chairperson and/or committee to oversee current and future memorial activities.</p> <p>DO create or refer to school policies that specifically address memorial plans and procedures.</p> <p>DO provide a variety or range of memorial activities for students so they can choose their own way of expressing grief.</p>	<p>DO NOT underestimate people’s intense emotions, such as anger, sadness, or the resurfacing of past losses or traumas at memorial events.</p> <p>DO NOT pathologize normal grief reactions (consider handing out information about “common grief reactions”).</p> <p>DO NOT mandate that students attend or participate in memorial events or funeral services.</p>

DOs	DON'Ts
<p>DO promote memorials and activities that foster a sense of hope, recovery, and positive action.</p> <p>DO educate students about memorial behavior and expectations (e.g., people may express their emotions openly at a memorial).</p> <p>DO provide a variety of age-appropriate memorial activities that reflect the student's developmental stage.</p> <p>DO give permission for students to leave a memorial event if they do not feel comfortable and suggest an alternate activity (recommended that staff supervise students that leave).</p> <p>Do provide students and staff with additional options (counseling, talking to a trusted adult) should they become overwhelmed with emotions and need additional support.</p> <p>DO disseminate facts and provide information to parents and staff about crisis reactions and adaptive and maladaptive coping responses.</p> <p>DO demonstrate awareness and sensitivity toward culturally related expressions, practices, and activities.</p> <p>DO closely supervise all memorial events to make sure they are appropriate, safe, and follow the maxim of "do no harm."</p> <p>DO monitor individuals at memorial events and make sure they are linked with or referred to mental health professionals, if needed. (Students indicating self-harm or violent intent need to be referred immediately.)</p> <p>DO promote "living" memorials that benefit others (e.g., donations for a suicide prevention program).</p>	<p>DO NOT designate permanent memorials, plaques, or pages in a yearbook for students that die by suicide.</p> <p>DO NOT glorify or accentuate any temporary memorials for a student that dies by suicide.</p> <p>DO NOT hold an assembly after the death of a student who died by suicide (to minimize glorification of the student's death).</p> <p>DO NOT close school or dismiss early to allow students and staff to attend a funeral (students and staff should be permitted to attend on an individual basis).</p> <p>DO NOT allow any form of subtle or obvious gang representation such as symbols or colors.</p> <p>DO NOT announce the death of a student over the intercom system (classroom announcements are more personal).</p> <p>DO NOT encourage funerals to be held at a school.</p> <p>DO NOT allow memorials to be placed at the entrance of a school (memorials need to be optional).</p> <p>DO NOT attempt to have the school provide all memorials (community groups may also provide venues and activities as a remembrance or commemoration of the event).</p>

Note. Adapted from *Memorial activities at school: A list of "Do's and Don'ts."* [http://www.nasponline.org/resources/crisis\\_safety](http://www.nasponline.org/resources/crisis_safety)

Remembrance or commemoration T-shirts have gained in popularity but can present potential problems. Most often, school staff may not be aware of the T-shirts until multiple students are wearing the T-shirts. Questions to discuss when forming memorial policies include: (a) Will T-shirts be allowed? If not, what other alternative memorial activities can be suggested to students? (b) If no T-shirts are allowed and students violate policy, how will the administration handle the violation? Will the staff have students remove or cover the T-shirts or will they send the students home?

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Many decisions must be made when creating a memorial following a school crisis or tragedy. It is important for school districts to proactively establish memorial policies and procedures before a crisis occurs. Establishing a committee to help guide the creation of appropriate memorials will allow students, staff, and community members an opportunity to grieve and express themselves in a manner that promotes healthy healing.

### Resources

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- Zenere, F. (2009, October). Suicide clusters and contagion. *Principal Leadership*, 12, 12–16.

Communication from legal counsel for Ms. Landsberry

Send	To...	<a href="#">Christine Aramini &lt;aramini@msd.net&gt;</a>
	Cc...	
	Bcc...	
Subject	RE: proposed school name: Landsberry	

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**From:** Christine Aramini  
**Sent:** Wednesday, January 17, 2018 10:01 AM  
**To:** Sutton, Riley  
**Subject:** RE: proposed school name: Landsberry

Riley, I spoke with Ms. Landsberry today and she requested that I respond to you as her legal representative. I am happy to inform you that Ms. Landsberry approves and welcomes a school being named after her husband, Michael Landsberry. Let me know if you have any further questions or concerns.

Christine Aramini



## **Washoe County School District School Naming Committee Meeting Minutes**

October 16, 2017

### **1. Opening Items**

#### **1.01 Call to Order**

The meeting of the School Naming Committee was called to order at 5:30 p.m. in the WCSD Central Administration Building, 425 E. Ninth Street, Board Room, Reno, Nevada.

#### **1.02 Roll Call**

Committee Members Joe Gabica, Elisabeth Genasci, Carly Lott, Alyson Castro, Clyyne Cook, Frank Perez, Jennifer Hampton, Mercedes De La Garza and Renee Martin were present at roll call. Sara Moreno and Stacy Gomez were absent at roll call. Staff Liaison Riley Sutton was also present.

#### **1.03 Public Comment**

There was no public comment given.

### **2. Items for Discussion, Presentation and/or Action**

#### **2.01 Discussion and Possible Approval of the Minutes from the September 6, 2017 Naming Committee meeting**

Carly Lott moved to strike out agenda item 2.01, as there were no meeting minutes prepared, second by Renee Martin. Motion carried unanimously.

#### **2.02 Presentation and Discussion on Changes to Board Policy 7110, Naming of Schools and School Facilities (For Discussion Only)**

Staff Liaison, Riley Sutton, updated the committee on Board Policy 7110, stating that it was previously in draft format pending final approval from the Board of Trustees and it has since been passed/approved and is fully in effect.

## **2.02 Public Comment**

Lynn Le Goy congratulated the committee on reaching out to the community for the selection of a name for new schools. She also stated her belief that there is a digital or electronic divide in the selection process, that the current system favors those that have electronic communication and access.

## **2.03 DISCUSSION AND POSSIBLE ACTION on Semi-Finalist Name Submissions For The New Elementary School In The South Meadows (see Attachment A to the Agenda for the list of those names), the community responses to those semi-finalists, and the creation of a finalist list of no more than three names based on individual rankings of committee members to be recommended to the Board of Trustees (For Possible Action)**

### Public Comment

- Jason Soto, Barbara Bohach and Adam Wygnanski spoke in support of the name John Bohach for the new elementary school.
- Ron Turek, Scott Turek, Kim Anastassatos, and Laurie Pomajzl spoke in support of Ann Jones Carlson for the new elementary school.
- Valerie Glatthar spoke in support of Mary Lemman for the new elementary school.
- Shirley Bertschinger, Donna Havelka, LaMerne Kozlowski, Fran Terras, Lynn Le Goy, Kathleen Maxfield, and Lucille Adin spoke in support of Nick Poulakidas for the new elementary school.
- Greg Smith spoke in support of naming a school after Debbie Smith closer to the area that she lived in and represented at the legislature.

Mr. Sutton explained the online survey and the ranking process.

The committee discussed how many finalist names they wanted to forward to the Board of Trustees for final consideration.

### **On motion by Joe Gabica, second by Mercedes De La Garza, the School Naming Committee voted to have three be the number of finalist names submitted to the Board of Trustees. Motion Carried unanimously.**

The committee discussed the semi-finalist names and each individual committee member's top choices and reasons for each selection. Each committee member then assigned points to their top three choices, three points being their first choice, two points for their second choice, and one point being their last choice. Mr. Sutton tallied points. The top three choices in order were Nick Poulakidas, John Bohach and Ann Jones Carlson.

**On motion by Elisabeth Genasci, second by Mercedes De La Garza, the school naming committee voted to forward the names Nick Poulakidas, Ann Jones Carlson and John Bohach to a future meeting of the Board of Trustees for final consideration for the name of the new elementary school in the South Meadows. Motion carried unanimously.**

**2.04 PRESENTATION AND DISCUSSION OF NAME RANKING CRITERIA FOR FUTURE SURVEYS, INCLUDING DISCUSSION OF POTENTIAL ACCOMMODATIONS FOR PLACE-NAME SUBMISSIONS TO PROVIDE APPROPRIATE BALANCE WITH PERSON-NAME SUBMISSIONS (FOR DISCUSSION ONLY).**

Mr. Sutton spoke to the committee and asked for any comments and/or feedback on the current selection process. Clyyne Cook spoke regarding the name submissions, and feedback received online as opposed to public comments at the committee meetings themselves. She noted that those different mediums had yielded different levels of support for different school name submissions. She also mentioned that the committee might be better served by picking fewer semifinalists for future schools to get more focused input.

In response to a clarification question from Renee Martin, Mr. Sutton clarified that any names that were submitted, but not selected by the Board of Trustees as the name for a school, must be resubmitted to be considered for the name of any future school.

Mercedes De La Garza commented about the challenges of an electronic submission when not everyone has access to computers, and suggested having some paper copies available.

Mr. Sutton responded that there was no budget to proactively print and distribute copies, but paper copies could be made available at the District office. WCSD Chief General Counsel Neil Rombardo clarified that we are also required to print and provide any materials subject to Open Meeting Law, such as this, upon request.

**2.05 PRESENTATION AND DISCUSSION OF THE TIME PERIOD FOR NAME SUBMISSIONS FOR THE NEXT SCHOOL TO BE NAMED (FOR DISCUSSION ONLY)**

Riley Sutton notified the committee that the closing date on the submissions for the Spanish Springs Middle School will be on October 20<sup>th</sup> and the committee will consider all of those submissions at the next meeting on November 1st.

### **3. Closing Items**

**3.01 Announcement of Next Meeting:** November 1, 2017 at the WCSD Administration Building, 425 East 9<sup>th</sup> Street, Board Room, Reno Nevada.

#### **3.02 Public Comment**

There was no public comment given.

#### **3.03 Adjourn Meeting**

There being no further business, Chair Frank Perez adjourned the meeting at 6:54 p.m.



## **Washoe County School District School Naming Committee Meeting Minutes**

December 6, 2017

### **1. Opening Items**

#### **1.01 Call to Order**

The meeting of the School Naming Committee was called to order at 5:30 p.m. in the WCSD Central Administration Building, 425 E. Ninth Street, Board Room, Reno, Nevada.

#### **1.02 Roll Call**

Committee Members Joe Gabica, Elisabeth Genasci, Clyyne Cook, Frank Perez, Jennifer Hampton, Mercedes De La Garza and Renee Martin were present at roll call. Sara Moreno, Alyson Castro and Stacy Gomez were absent at roll call. Carly Lott was absent at roll call but arrived at 5:33p.m. Staff Liaison Riley Sutton was also present.

#### **1.03 Public Comment**

There was no public comment given.

#### **1.04 Action to Adopt the Agenda**

Motion from Mercedes De La Garza and second by Elisabeth Genasci to adopt the agenda. Motion carried unanimously.

### **2. Items for Discussion, Presentation and/or Action**

#### **2.01 Discussion and Possible Approval of the Minutes from the September 6, 2017 Naming Committee meeting**

Motion from Joe Gabica to approve the September meeting minutes, second by Mercedes De La Garza. Motion carried unanimously.

#### **2.02 Discussion about considering unpicked finalist names in determinations for the naming of future schools**

Committee Liaison, Riley Sutton, reported that the WCSD Board of Trustees did vote and selected the School Naming Committee's top choice for the name for the new elementary school in South Reno; therefore, the new school will be named Nick Poulakidas Elementary School.

In addition, the Board of Trustees determined that the two runner-up names will automatically rollover into consideration at the semi-finalist level for all upcoming schools, in addition to any other semi-finalist names chosen by the committee.

**2.03 Discussion and Possible Action on Semi-Finalist Name Submissions For The New Middle School In The Spanish Springs, the community responses to those semi-finalists, and the creation of a finalist list of no more than three names based on individual rankings of committee members to be recommended to the Board of Trustees.**

Committee discussed the selection process and determined to move forward with the process previously used in coming up with finalist names for the new elementary school. Each member spoke on his or her top three choices and reasons for selection.

Each committee member then assigned points to their top three choices, 3 points being their first choice, two points for their second choice, and one point being their last choice. Mr. Sutton tallied points. The top three choices in order were Michael Landsberry, Debbie Smith and John Bohach respectively. This was a non-binding point total allowing discussion from the committee.

Motion by Carly Lott to accept the names (Michael Landsberry, Debbie Smith and John Bohach) and the scores given, second by Clyyne Cook. Discussion from the committee to add a geographical location to the list.

Carly Lott requested to amend her original motion to remove John Bohach and replace it with Sky Ranch, second by Clyyne Cook.

Board Services Coordinator, Jennifer Batchelder, verified for the committee that they would first need to vote on the amendment to replace Bohach with Sky Ranch, and then go back to the original motion to approve moving forward with the three finalist names of Michael Landsberry, Debbie Smith and Sky Ranch. She also clarified, in response to a question from Mr. Sutton, that the request by Ms. Lott and second by Ms. Cook to amend the original motion sufficiently constituted a motion and second to amend that original motion.

Mr. Gabica questioned whether, if this motion were to succeed, the Board of Trustees might not be confused to see finalist names different from the ranking totals, given the weight that the Board had placed on the committee's ranking of the names for the previous school, Nick Poulakidas Elementary School. Mr. Sutton stated his belief that this could be addressed and clarified in the eventual presentation to the Board, and did not need the cumbersome process of re-ranking and re-voting on the finalists.

**The amendment to the original motion, made by Ms. Lott and seconded by Ms. Cook, to replace John Bohach with Sky Ranch as one of the finalist names, carried unanimously.**

**The committee then voted on the amended motion (moved by Ms. Lott and seconded by Ms. Cook) to forward the names Michael Landsberry, Debbie Smith and Sky Ranch to a future meeting of the Board of Trustees for final consideration for the name of the new middle school in Spanish Springs. Motion carried unanimously.**

#### **2.04 Public Comment**

There was no public comment given.

**2.04 Discussion and Possible Action on community name submissions for the new middle school in Sun Valley (see Attachment B to the Agenda for a list of those names), the committee members' individual ranking of those submissions, and the creation of a semi-finalist list of no more than 10 names based on the individual rankings of the committee members to be considered at a future meeting for recommendation to the Board of Trustees**

The committee shared personal comments on the new names submitted followed by providing their top ten choices, recorded by Committee Liaison, Riley Sutton. The committee then scored each name on the list 1-5. Mr. Sutton tallied the scores. It was clarified to the group that John Bohach would automatically be added to the semi-finalist list.

**Motion by Mercedes De La Garza, second by Clyyne Cook to move forward with the following seven names: Michael Landsberry, Debbie Smith, Neil Fockler, Fred Horlacher, Karen Tatomer, Sun Valley, and Desert Skies to a semi-finalist list. Motion carried unanimously.**

### **3. Closing Items**

**3.01 Announcement of Next Meeting:** February 7, 2018 at the WCSD Administration Building, 425 East 9<sup>th</sup> Street, Board Room, Reno Nevada.

#### **3.02 Public Comment**

There was no public comment given.

#### **3.03 Adjourn Meeting**

There being no further business, Chair Frank Perez adjourned the meeting at 6:54 p.m.

DRAFT



## **Washoe County School District School Naming Committee Meeting Minutes**

November 1, 2017

### **1. Opening Items**

#### **1.01 Call to Order**

The meeting of the School Naming Committee was called to order at 5:35 p.m. in the WCSD Central Administration Building, 425 E. Ninth Street, Board Room, Reno, Nevada.

#### **1.02 Roll Call**

Committee Members Joe Gabica, Elisabeth Genasci, Clyyne Cook, Frank Perez, Jennifer Hampton, Mercedes De La Garza, Carly Lott and Renee Martin were present at roll call. Sara Moreno and Stacy Gomez were absent at roll call. Staff Liaison Riley Sutton was also present.

#### **1.03 Public Comment**

There was no public comment given.

#### **1.04 Action to Adopt the Agenda**

Motion from Joe Gabica, second by Clyyne Cook to adopt the agenda with the exception of items 2.02 and 2.03 as there are no meeting minutes prepared to approve. Motion carried unanimously.

### **2. Items for Discussion, Presentation and/or Action**

#### **2.01 Discussion and Possible Approval of the Minutes from the August 2, 2017 Naming Committee meeting**

Motion by Renee Martin to approve the August meeting minutes, second by Elisabeth Genasci. Motion carried unanimously.

## **2.04 Public Comment**

Jason Evans spoke in support of the name Deloy Anderson for a new high school in Spanish Springs.

### **2.04 Discussion and Possible Action on community name submissions for the new middle school in the Spanish Springs area (see Attachment A to the Agenda for a list of those names), the committee members' individual ranking of those submissions, and the creation of a semi-finalist list of no more than 10 names based on the individual rankings of the committee members to be considered at a future meeting for recommendation to the Board of Trustees**

Mr. Sutton explained the ranking process and each committee member determined their top 10 choices.

Elisabeth Genasci suggested that they review how person names versus geographic locations will be weighed in the voting process. Riley clarified that all six categories, according to board policy, need to be considered.

Clynne Cook suggested choosing fewer than 10 semi-finalist names for this particular school, Frank Perez spoke in support of that idea based on the number of overall submissions.

Committee members each individually gave their suggestions for semi-finalist names, and discussed their choices. Committee members then had the opportunity to re-rank and score these names based on public comments and committee discussion.

Committee members then gave their individual score totals (from scores in each of the individual categories) for each of these top names. Mr. Sutton totaled those complete committee scores.

The committee discussed the names, and several members expressed a desire to add more geographic names to the semi-finalist list.

**Motion by Elisabeth Genasci to create a semi-finalist list for the name of the new middle school in the Spanish Springs area consisting of the following names: Michael Landsberry, Debbie Smith, Deloy Anderson, John Bohach, Fred Horlacher, Evelyn Mount, Jack Reviglio, Sky Ranch, Spanish Springs and Rockedyne, second by Renee Martin. Motion carried unanimously.**

### **3. Closing Items**

**3.01 Announcement of Next Meeting:** December 6, 2017 at the WCSD Administration Building, 425 East 9<sup>th</sup> Street, Board Room, Reno Nevada.

#### **3.02 Public Comment**

There was no public comment given.

#### **3.03 Adjourn Meeting**

There being no further business, Chair Frank Perez adjourned the meeting at 6:38 p.m.