



**SCHOOL RENAMING
TASK FORCE**

C H A R T E R

April 4, 2018

Article I: Establishment

Section One. Authority. The Superintendent establishes the School Renaming Task Force (SRTF) under provisions of policy BDF(Local), which specifically relate to standards for all district advisory committees.

Section Two. Limitations. The SRTF shall be an ad hoc advisory body of the district, and shall serve to provide guidance and counsel to the administration. The SRTF shall have no power to expend public funds, enter into contracts, or otherwise place obligation or liability upon the district.

Section Three. Staff Support. The Superintendent shall designate specific staff members to serve as SRTF Coordinators. The Coordinators shall work together with an outside Facilitator contracted by the district.

Section Four. Charter. In accordance with policy BDF(Local), it shall be the responsibility of the Coordinator of District Advisory Bodies, in consultation with appropriate staff, to develop and amend the SRTF charter. The SRTF shall abide by the charter.

Article II: Charge

Section One. Charge. The Board has directed that the district move forward with processes to rename the following five facilities: the Allan Center, Eastside Memorial High School at the Johnston Campus, Fulmore Middle School, Lanier High School, and Reagan High School. The charge of the SRTF is to:

- Recommend more detailed criteria in the implementation of district policy CW.
- Review new facility names proposed by Campus Advisory Councils and the community for consistency with the above criteria.
- Recommend an appropriate use of artifacts bearing the former names of the five identified facilities.

Section Two. Responsibilities. The SRTF shall provide its findings and recommendations to the Superintendent. The Superintendent shall have opportunity to review the task force findings and recommendations. The Superintendent shall report the task force findings and recommendations, along with any comments the Administration may have, to the Board for consideration.

Article III: Meetings

Section One. Regular Meetings. In consultation with the Co-Chairs, the SRTF Coordinators shall set the regular meeting schedule for the SRTF and establish the agendas. A quorum shall be the majority of the current membership. Meetings may still be held without a quorum for purposes of presentations or discussion. However, no formal action may take place without a quorum.

Section Two. Subcommittees and Work Groups. As necessary or appropriate, the Coordinators may form SRTF subcommittees or work groups. Subcommittees or work groups shall not constitute a quorum of the SRTF; as such, no formal action of the SRTF may be taken in subcommittee or work group meetings. Any findings or recommendations of subcommittees or work groups shall be reported to the SRTF.

Section Three. Open Meetings. All regular meetings of the SRTF shall be open to the public, and the Coordinators shall ensure that opportunities for public comment are provided at regular meetings. Subcommittee or work group meetings are not required to be open to the public.

Section Four. Posting of Agendas. Agendas for regular meetings shall be posted at least 72 hours in advance on the SRTF website and at district central offices. Agendas for subcommittee or work group meetings do not require posting.

Section Five. Meeting Minutes. The Coordinators shall ensure that summary minutes of regular meetings are prepared and placed on the SRTF website. The SRTF shall approve the minutes of regular meetings. Minutes are not required for subcommittee or work group meetings.

Article IV: Membership

Section One. Selection. The Superintendent shall select the membership of the SRTF, or delegate selection of the membership to the Coordinators.

Section Two. Structure. The SRTF membership shall provide a balance of representation among various stakeholders and interests. The SRTF membership shall include, but is not limited to, the following:

- Parents
- Students
- Campus principals and teachers
- Community members
- Central administrators
- Governmental and business partners

Section Three. Co-Chairs. The Superintendent shall, from the SRTF membership, identify two Co-Chairs, or delegate the selection of the Co-Chairs to the Coordinators. One Co-Chair shall be a district employee and one shall not. The Co-Chairs shall preside over meetings, apply basic parliamentary procedure, consult with the Coordinators in developing the regular meeting schedule and agendas, and formally represent the SRTF as may be necessary or appropriate.

Section Four. Attendance. Reasonably regular attendance by members is expected, and is important to representativeness, thorough discussion, and decision-making.

Section Five. Conduct. The district welcomes freedom of expression and debate. However, SRTF members shall conduct themselves, in meetings and at all other times, with courtesy and respect to fellow members, district parents and students, district staff and Trustees, and members of other district advisory committees. Unless otherwise authorized by the SRTF, members shall not speak for the SRTF; and, unless otherwise authorized by the district, members shall not speak for the district. Members, by their comments and/or actions, shall not reflect badly on the SRTF.