



## MEMO

**TO:** Board President, Paul Widdison; Board Members: Kelly Larson, Douglas Hurst, Janis Christensen, Jan Burrell, Jon Ritchie and Bruce Jardine  
Superintendent, Gina Butters

**FROM:** Mary Jo Williams - Director of Elementary Education

**DATE:** December 18, 2023

**SUBJECT:** Naming of the New Elementary School in West Haven, UT

It is time to begin the process of naming the new elementary school that is being constructed at 3300 South 5020 West, West Haven, UT. The naming of the new school involves determining a school name, mascot and colors. The school is slated to open its doors to children in August 2024.

*As per Board Policy 6600, (1) A committee shall be appointed by the Board of Education to recommend the name of a new school or portion of existing schools. This committee shall consist of the following: a Board Member, a building administrator, PTA representative, teacher, student leader, community council representative, classified employee representative, a local community leader, Elementary or Secondary Director and Director of Facilities. The Elementary or Secondary Director will chair this committee. (2) The committee will consider name recommendations submitted by responsible individuals or groups. The suggested names for schools may reflect general geographic areas, reflect areas of broad general interests or carry the name of prominent local citizens when appropriate. It will be the responsibility of this committee to present to the Board of Education a minimum of three possible names that will be prioritized with the committee's rationale for that prioritization; (3) The committee will review donations, either cash and/or in kind, and consider the possibility of naming buildings or facilities in the name of the donor. The committee will then present their conclusions to the Board of Education; and (4) Potential names will be presented to the Board of Education by the committee chairperson as a discussion item in a regular Board meeting.*

The new elementary school will be located in and serve the patrons of **Precinct 2**. I respectfully suggest that **Board Member, Jan Burrell, who represents Precinct 2**, serve as the Board Member on the naming committee. As per Policy 6600, Mary Jo Williams, Director of Elementary Education, shall chair the naming committee. I also respectfully request that the Board approve the appointment of a naming committee for the new elementary school as per Policy 6600. Due to the impact this new school could have on several school communities in the West Haven area, it is also requested that the Board allow the naming committee to be expanded in size to include appropriate representation from impacted school patrons.