Charter School Facilities Procedures

Step-by-Step

**Step One: Review Facilities and Procedures**
- Review vacant and underutilized facilities found on the Shelby County Schools website [HERE](#), or the Tennessee Department of Education’s site [HERE](#).
- Review the checklist below related to Board Policy 1011 and the criteria associated with Shelby County facilities.
- With questions, please reach out to Brittany Monda, Assistant Supt. Of Charter Schools (mondabm@scsk12.org) or 901-416-5321.

**Step Two: Formal Written Interest**
- After reviewing the vacant and underutilized facilities, if there is a property in which more information is needed, or you would like to schedule a visit, please send an email to Brittany Monda (mondabm@scsk12.org).
- Provide formal correspondence to Brittany Monda, Assistant Supt. of Charter Schools with interest related to a facility. Be sure to include the following:
  1. Name of Person/Organization Requesting Facility
  2. Contact Information
  3. Name of Property of Interest
  4. Type of Purchase
  5. Price (if applicable)
- A meeting will be set-up to confirm interest, collaborate with the facilities team, and discuss any charter modifications that may need to be made.

**Step Three: Engage in Facilities Process**
- Engage in the facilities process found on the Shelby County Facilities & Property Planning webpage found [HERE](#), and on the next page of this document for reference.

*Note that items within the facilities process include an Academic Committee meeting before moving*

### Initial School/Organization Checklist

**Does the school/organization meet Criteria #1: Academic Growth & Student Achievement?**
- Review your school’s current and historical School Performance Scorecard (SPS)
- Review the quality seats using the Educational Priorities Document Rubric (EPDR) for the proposed location of the identified facility for quality seats.

*Note: Performance Scorecard result of 3.00+. A “less than quality seat” is defined as an enrollment at a school with a score of 2.99 or less.*

**Does the school/organization meet Criteria #2: Strategic Alignment with District Objectives/Educational Priorities (EPDR)?**
- Review the EPDR and the proposed location of the identified facility for targeted needs, quality seats, student enrollment demand, performance gaps, or operational offerings (i.e. EL, special program services, socio-economic integration, etc.)