



Charter School Facilities Procedures

Step-by-Step

Step One: Review Facilities and Procedures

- Review vacant and underutilized facilities found on the Memphis-Shelby County Schools website [HERE](#), or the Tennessee Department of Education's website [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 Memphis-Shelby County Schools Facilities Planning & Property 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 schools 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.)