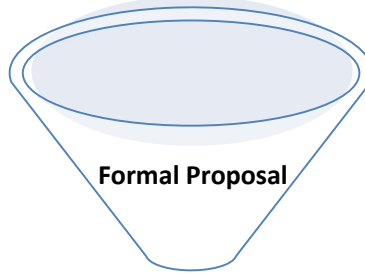


SCS Facilities Proposal Process

Phone call from elected official

Request from non-profit

Letter/email from community member



Internal Review by SCS Administration (final recommendation by Supt. Ray)

If the proposal is recommended to the Board by Administration, the proposal will be advertised and sealed bids will be accepted before offers are presented at Facilities Committee

Charter school requests will be heard in Academic Committee prior to moving to Facilities Committee



No

Rejected proposals are returned to the proposer for review and revision

Yes

Contract development and presentation at Board Meeting

Signature of Board Chair and Superintendent

Executed Agreement

All properties must be advertised for 30 days before sale can be considered by Board. During this period, sealed bids will be accepted.



SCS Administration considers need, proposed use, pricing, and value, following the Board's Real Estate policy. SCS Administration orders an appraisal, if property is considered of value at or over \$100,000 (4 week process),

Once approved in committee, a contract may take several weeks to finalize. This means items approved at Facilities Committee will be one or more months away from presentation at a Board Meeting (contract development happens in order received- contracts with property issues, take longer)

Given the timing of an executed agreement, there may be several weeks yet until the public sees action.



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 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.)

