



SCS-authorized Charter Schools Cost-Free Facilities Request Process

1. The charter school contact should complete the Charter Schools Facilities Request Form found on the [Office of Charter Schools website](#) and [HERE](#).
2. Within **1 business day** of survey submission, Strategy & Performance Management or the Office of Charter Schools will confirm via email with the point of contact listed on the survey that we have received the request.
3. Within **7 business days** of survey receipt, Strategy & Performance Management will complete a Charter School Facilities Request Summary Report which will include:
 - a. the name of the school/organization requesting a facility/land
 - b. the name and address of the building/land requested
 - c. the neighborhood (sub-region) of the building/land requested
 - d. a neighborhood analysis (enrollment of schools in the requested facility's sub-region, current and historical School Performance Scorecard results for those schools where the building is located, current school performance summary for the school interested in an SCS facility (if applicable), and a recommendation regarding providing the building cost-free.
4. The report, along with the information from the original facilities request form will be sent to the Office of Business Operations for review.
5. Business Operations will complete their review within **5 business days** of receiving the summary report from Strategy & Performance Management.
6. The recommendation from the Office of Strategy & Performance Management will be submitted to the Shelby County Schools Board of Education at the next possible Academic Performance Committee meeting following the creation of the summary report for discussion. *
7. The Facilities Committee will deliberate on the Academic Performance Committee's recommendations for final board consideration.
8. The Facilities Committee will direct the administration to negotiate a contract based on their terms.
9. The Shelby County Schools Board of Education will vote on the contract.

**Because the summary report includes academic performance information for schools, the discussion will first take place in the Academic Performance Committee meeting before going to the Facilities Committee.*

Data points considered for recommendation for a cost-free facility include, but are not limited to:

- Enrollment of the schools in the neighborhood (sub-region) of the building
- Current and historical School Performance Scorecard results of the charter school/network applying (new start schools will not be considered for a cost-free facility)
- Current and historical School Performance Scorecard results of schools in the neighborhood (sub-region) of the building as a percentage and number of quality seats needed in the neighborhood (sub-region) of the building
A quality seat is defined as an enrollment at a school with a School 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.

Notes:

- The Shelby County Schools Administration only makes a recommendation. The final decision on the approval or denial of a cost-free facility for Charter Schools lies with the Shelby County Schools Board of Education.
- This process was developed using the Shelby County Schools Board of Education's [Charter Advisory Committee's recommendations accepted by the Board at the October 31, 2017 Business Meeting](#). Board policy is currently being drafted that will address cost-free facilities. This process may be updated at the time of new policy if it conflicts with approved policy.