

MSCS Facilities & Real Estate Sales Process

**Interested parties should be directed
to contact Tiffany Bracy in Facility
Planning (FP)
901-416-4716
bracyt@scsk12.org**

Facility Planning provides interested party with property details and process timeline. FP requests party's proposal for the property.

MSCS Administration considers

- District facility need (current or future)
- Appraised value (if available)
 - All properties with estimated value greater than \$100,000 must be appraised
- Interested party's proposed use

FP orders appraisal (for properties valued at \$100,000 or more) and communicates value to interested party.

If Administration determines property is not needed for district use, FP orders the property advertisement which runs for 30 days. Sealed bids are accepted by FP during advertising period.

Superintendent reviews received bids and makes a recommendation to the Board's Business Operation Committee.

If the Committee approves the Superintendent's recommendation, the sales contract is developed, and the recommendation is presented at the monthly Board Meeting for a vote.

MSCS Facilities & Real Estate Lease Process

**Interested parties should be directed
to contact Tiffany Bracy in Facility
Planning (FP)
901-416-4716
bracyt@scsk12.org**

Facility Planning provides interested party with property details and process. FP requests party's proposal for the property and proof of funding.

If interested party is a charter school, they are directed to the Office of Charter Schools to begin the process, which includes a review of the EPDR and analysis of quality seat need.

MSCS Administration considers

- District facility need (current or future)
- Appraised value (if available)
 - All properties with estimated value greater than \$100,000 must be appraised
- Interested party's proposed use
- Alignment with EPDR / available seats if proposed use is a school

Superintendent reviews data from administrative review and makes a recommendation to the Board's Business Operation Committee. (If interested party is a charter, the recommendation is first heard in Academic Committee.)

If the Committee approves the Superintendent's recommendation, the lease contract is developed, and the recommendation is presented at the monthly Board Meeting for a vote once the contract is complete and signed by the lessee.