



Charter School New Facility Protocol

Overview

The Tennessee Public Charter School Commission ("Commission") holds all charter schools under its authorization accountable for providing students with a high-quality, public education. As a trusted partner, the Commission provides access and support to excellent charter schools through rigorous oversight, transparency, and accountability.

Relocation and New Facility Pre-Opening Process

When a school plans to relocate to a new facility, there are steps to be taken to implement the proposed plan such that the school is ready to open its doors to students, families, teachers, and the community. Schools must demonstrate readiness to begin instruction in a new facility prior to the use of the new facility. This process will generally follow the same timeline as the pre-opening process.¹

In alignment with a school's charter agreement, schools must notify the Commission of a potential facility move, and the Commission will first evaluate whether the move requires an amendment to the charter agreement.

After this is determined, the Commission will hold regular monthly meetings with the operator to discuss progress on the facility. The meetings will begin no later than October of the school year prior to executing the move. The process will end with a facility walkthrough in late July, or upon completion of the facility. Schools will meet monthly with Commission staff to track progress on a new facility checklist. Items on the new facility checklist are aligned to pre-opening deliverables, such as obtaining documentation that the building is habitable. It also includes items unique to new facilities, such as contingency planning, scope and timeline of work, and construction and moving budget.

New Facility Checklist

The new facility checklist is broken into two categories:

1. Facilities: This includes all general facilities items, including a necessary budget, contingency plans, and communication with stakeholders.

¹ TPCSC Charter School Pre-Opening Protocol [Pre-Opening Protocol](#)

2. Operations: Once the facility is complete and the school has physically moved, the school must ensure the building is operable and ready to welcome children and staff.

Timeline and Completion of New Facility Checklist

A comprehensive new facilities checklist is provided to each school and/or operator with a detailed list of actions, documentation, and deadlines. This checklist serves as a working document between the Commission and the school to track progress and ensure all items are accomplished. This checklist is sent to schools prior to the first meeting to allow time to review.

Schools will use this checklist to delegate tasks amongst their teams, track progress, and organize deadlines. This checklist is subject to change as regulations and policies may change.

Schools are expected to submit all requirements within the checklist through the designated online shared folder in a timely manner and effectively communicate any questions or delays. All deadlines are laid out in the provided checklist.

Preparing for the New Facility Process

- Identify a point of contact team: Communication between the Commission and operators during the moving process is frequent and sometimes will fall outside of formal check-ins and monthly meetings. Designating a point of contact and providing a list of roles and responsibilities for the school's facilities team are important for ensuring effective and efficient communication.
- Monthly Meetings: The Commission will schedule monthly meetings to review progress. Attendance at these meetings with the facilities point of contact and any applicable staff is critical, as it serves as an opportunity to ask questions and learn more about the new facility process and deliverables required by the school.
- File Sharing and Documentation: The Commission will set up a folder within the school's existing Teams folder where all necessary new facility documentation will be uploaded. Documentation due dates and file naming conventions will be provided within the new facility checklist. It is the school's responsibility to ensure all documents are properly uploaded.

Process of Internal Review of Submissions

- Commission staff completes an internal review of submitted materials after each submission date.
- If immediate follow-up or action is needed, or if there are missing items, the school will receive an email outlining action steps.



- If no immediate action is needed, schools can expect confirmation that materials have been received and are complete. Please note that as items are reviewed by individual Commission team members, schools and/or operators may receive additional communication regarding submissions and any changes that may need to be made.