

OFFICE OF NEW INITIATIVES
School Facilities and School Relocations Checklist

Baltimore City Board of School Commissioners must approve the facilities of charter schools located in non-City Schools' buildings and the movement of any city school location. Accordingly, by January 15th, the school operator must submit the following documents to the Office of New Initiatives (Angela Alvarez or Trevor Roberts) in order for the Board to consider the building or relocation proposed for the following school year:

- Rationale for move and proposed location (including street address)
- Transportation Plan indicating the transportation implications of the relocation on your students/families and your plans for addressing transportation challenges for your families
- plan for attrition/new recruitment of students
- Overall detailed timeline for this entire project and move
- Describe the facility and provide architectural drawings. If possible, provide a layout and description of the proposed school facility. Include the number and size of the classrooms, common areas, recreational space, any community facilities and any residential facilities. Explain how the new facility will meet the needs of students who are physically challenged. (Include any plans/information for: media center, gymnasium, cafeteria, administration, restrooms, kitchen, etc.)
- Real Estate: Evidence that the building owner is willing to enter into a Space & Use Agreement (Lease or similar co-operative Use Agreement) or negotiating to purchase.
- Demonstrate how this location would be a suitable facility for the school, including any plans to renovate and bring the facility into compliance (if applicable) with all applicable local building codes or to meet educational specifications. Include any plans for security, maintenance and custodial services.
- Provide a detailed breakdown of any anticipated construction or renovation along with estimated costs.
- Describe financing plans for acquisition and renovation of the facility.
- Documentation of notification to the community (ex. Letter to Parents, Family & Community Engagement Agendas/Documents, meeting dates/times, Sign-In Sheets).
- Any engagement or plans to engage communities surrounding the new facility – could include letters of support from community association, calendar for attending community meetings, etc.
- Evidence that current school families and new community are supportive of the move. Include evidence of partnerships that have been established with other new tenants, community organizations, non-profits or businesses in that area.

- Developer Plan (zoning if necessary) – If the new location is an alternative space (not currently utilized as a school), provide confirmation that the zone allows the building to be utilized for educational purposes.