



Governing Board Meeting

Monday, August 18, 2025, 6:00PM
TSC Fine & Performing Arts Center – Room 104

Agenda

- 1. Call to Order**
- 2. Opening Comments**
 - a. Board Chair
 - b. Board Members
 - c. Principal's Report
- 3. Approval of Minutes from June Meeting**
- 4. Approval of Consent Agenda**
 - a. Human Resources Report
- 5. New Business**
 - a. Enrollment Update
 - b. Academic Update
 - c. Budget Update – Dr. Barbara Wills
- 6. Items for Consideration**
 - a. Salary Schedule – Dr. Barbara Wills
- 7. Announcements**
 - a. Upcoming Events Report
- 8. Public Comment**
- 9. Adjournment**

Next Meeting: Monday, September 15, 2025 (Regular Meeting)

Minutes
Tallahassee Collegiate Academy
Charter School Office
444 Appleyard Drive
Tallahassee, FL 32304
Monday, June 16, 2025

Board Meeting

On June 16, 2025, the Tallahassee Collegiate Academy (TCA) Board of Trustees meeting was called to order by Trustee Karen Moore at 5:59 p.m.

Members Present: Board Chair Karen Moore, Trustees David Clark, Randy Pople, Kim Kelling, and James Taylor.

Absent: Jessica Chapman
Via Phone/Zoom: None

Others Present: Patricia Pagozalski, Matthew Gregory, Calandra Stringer, Barbara Wills, Melanie Larson, Tricia Rizza, Christy Bailey, Elisa Reino, Wendi Davis, Julie Perry, Pablo Perez, Sarah Chapman, Katie Seitzinger, John Hosey, Carrie Taylor, and Melissa Phen.

COMMENTS:

- i. **Board Chair** – Trustee Moore opened the meeting by welcoming all attendees and thanking them for attending. Trustee Moore addressed a rumor regarding the Innovation Academy of Excellence, a new charter middle school, grades 6-8, that will be housed on TSC’s campus but authorized and operated independently by Charter Schools USA. The middle school will maintain its own governance, admissions lottery, and DOE compliance. There is no affiliation or takeover of the current Tallahassee Collegiate Academy.
Trustee Moore opened the floor for questions from trustees, staff, faculty, or anyone interested. TCA teacher Pablo (PJ) Perez expressed appreciation for the Board and all their support and brought up concern from TCA teachers related to employment contracts for the upcoming school year, asking when a document would be available for teachers to review and sign. Trustee Moore acknowledged employee contracts are an important issue and requested to revisit this topic under new business and the public comment section for further discussion.
- ii. **Board Members-** Trustee Clark shared an update regarding the recent passage of the state budget which will be finalized by June 30th to ensure all state entities, including education, are funded for in the new fiscal year. Trustee Kelling and Trustee Pople shared they were excited to be present and see everyone at the meeting tonight; Trustee Taylor was pleased with the legislative money linked to TSC and TCA.

APPROVAL OF MINUTES

1. May 19, 2025
Requested Board approve April board meeting minutes as presented.
MOTION: Trustee Pople **SECOND:** Trustee Taylor
Motion passed unanimously.

NEW BUSINESS

a. Principal’s Report

Assistant Principal Pagozalski shared recent event updates. TCA held their New Student Parent Orientation on May 28th for students who have confirmed their enrollment for the

upcoming school year. The event was led by Dr. Rizza and included summer preparation guidance, PERT assessment information, and a signing table created by Ms. Larson where students signed declarations of enrollment with their families. Trustee Kelling praised the staff who led the event, saying it was a great display of the quality of our team.

That same week, TCA teacher Mrs. West accompanied a group of TCA students on an educational trip to Washington D.C., and New York. Additionally, construction and facility upgrades on the TCA building are progressing on schedule, with classroom and hallway expansions expected to be completed before the new school year begins.

For information only, no Board action required.

b. Enrollment Update

Update provided by Assistant Principal Pagozalski. The goal for incoming 9th graders is to fill 100 seats and enrollment currently stands at 99 9th graders, 120 10th graders, 93 11th graders, and 40 12th graders with 112 new students. This brings current enrollment to 352 students for the 2025-2026 school year. Interviews are being actively conducted to account for any unexpected changes and to ensure the enrollment goal is met. Dr. Rizza thanked the interviewing team for their work in scheduling and conducting these interviews with each applicant and their families. Trustee Kelling commented that it was very important that these families know what they are signing up for when they attend this school, and while TCA aims for high academic readiness, maturity, motivation, and a willingness to contribute positively to the school community is also valued.

For information only, no Board action required.

c. Academic Update

Update provided by Associate Vice President of Academic Affairs Rizza. The Board received a follow-up on dual enrollment eligibility numbers and a review of spring assessment data. Administration reported strong learning gains, with 63% of students improving in English Language Arts and 56% in Math. End-of-course (EOC) results were also highlighted: Biology (98% pass rate) and U.S. History (94%) were well above state averages; Geometry and Math results, while above the state, indicated areas for growth; and Algebra EOC performance (31% pass rate) remains a key focus for improvement with additional supports planned.

The school reviewed its current dual enrollment readiness, noting that while all rising seniors are fully eligible, only 38% of rising juniors and 29% of rising sophomores meet full PERT requirements, with many partially eligible or ineligible. To address this, initiatives include early baseline PERT testing for all students, an expanded three-week Summer Academy focused on targeted academic support, individualized plans, and consistent progress monitoring. Communication with families is being refined to set clearer expectations and timelines, aiming to avoid misconceptions while emphasizing the importance of readiness by 11th grade. Additional supports include grouping students in college classes, offering college success courses taught by familiar instructors, and certifying more teachers to teach college-level coursework on campus, all designed to build skills, confidence, and access to college credit opportunities.

For information only, no Board action required.

d. Budget Update

An update on the TCA budget was provided by Dr. Barbara Wills. The budget report through May 2025 was provided, with a summary of revenues and expenses listed. Actual spending for the month was \$157,000 against a budgeted \$209,000, and year-to-date actual totaled \$2.2 million versus the \$2.3 million budgeted. The budget maintains a 5% contingency.

For information only, no Board action required.

ITEMS FOR CONSIDERATION

a. TCA 25-26 Operating Budget

Board approval was requested for the Tallahassee Collegiate Academy's FY 2025-2026 Operating Budget to be implemented at the start of the fiscal school year. The proposed budget for the 2025-2026 school year includes funding for two additional faculty positions, expanded technology resources, and increased software licensing to support growth. The figures were calculated using the Florida Department of Education's 2024-2025 revenue estimating worksheet for charter schools, with the understanding that adjustments may be required once updated state numbers and enrollment figures are finalized.

MOTION: Trustee Kelling **SECOND:** Trustee Taylor
Motion passed unanimously.

b. Dual Enrollment Articulation Agreement

Board approval was requested of the Dual Enrollment Articulation Agreement between TCA and TSC for the 2025-2026 academic school year. This agreement remains largely the same as last year, with the addition of an MOU which expands access to industry certification pathways.

MOTION: Trustee Pople **SECOND:** Trustee Kelling
Motion passed unanimously.

c. TCA School Calendar

Board approval was requested to adopt the Tallahassee State College School District calendar for the upcoming 2025-2026 academic school year for the Tallahassee Collegiate Academy.

MOTION: Trustee Kelling **SECOND:** Trustee Pople
Motion passed unanimously.

d. TCA Board Meeting Dates

Board approval was requested to approve the proposed TCA Governing Board meeting dates for the 2025-2026 school year.

MOTION: Trustee Pople **SECOND:** Trustee Clark
Motion passed unanimously.

ANNOUNCEMENTS

a. Upcoming Events Report

Assistant Principal Pagozalski provided an overview of upcoming events for the Summer term.

PUBLIC COMMENTS

Pablo (PJ) Perez followed up on his initial question regarding contracts for teachers for the 2025-2026 school year and requested a timeline for when to expect a document regarding employment would be available for teachers and staff to sign. Dr. Stringer stated that teachers have received letters of intent confirming the college's desire for them to return, while official contracts with pay details will be provided in August after the Board approves the finalized budget. Any potential raises will be addressed at that time, but salaries will not decrease. Board members acknowledged the impact on teachers and assured them that their positions are secure, and there is support from the Department of Education.

Melissa Phen brought up a suggestion on ways to support students in meeting dual-enrollment eligibility, suggesting peer tutoring and volunteer opportunities for students to work and help each other. Ms. Phen asked for clarification regarding alternative eligibility methods for dual-enrollment courses and commented that families would want to know early if students are at risk of not meeting dual-enrollment eligibility. The Board agreed that direct communication of expectations is essential for student success.

Elisa Reino asked about the timeline for finalizing new hire dates and staffing for the upcoming school year. Dr. Stringer responded that with the approval of the operating budget, advertising for open positions will begin in the next 2-3 weeks, with new staff ideally being interviewed and hired to start on day one.

Sarah Chapman asked when teachers will have a better idea of what subjects they will be teaching and what subjects would be offered. Dr. Stringer responded that the master scheduling is currently being worked on, and teachers can expect to know their specific subjects and positions within that same 2-3 week window.

Trustee Clark expressed appreciation for the questions, feedback, and perspectives shared by faculty and staff, acknowledging that their “boots-on-the-ground” insight helps the board make more informed decisions. Trustee Moore encouraged continued open communication and thanked everyone for attending the meeting.

NEXT MEETING DATE

August 18, 2025 at 6:00 p.m.

Location: **TSC Main Campus**

ADJOURNMENT

Board Chair Moore adjourned at 7:11 p.m.

Minutes approved at the business meeting of the Board of Trustees on (Date) _____.

Karen Moore
Chair

Jim Murdaugh, Ph.D.
President/Superintendent



444 Appleyard Drive
Tallahassee, Florida 32304-2895
850.5046300 | www.tca.fl.edu

August 18, 2025

M E M O R A N D U M

TO: Governing Board for Tallahassee Collegiate Academy
FROM: Dr. Robin Oliveri, Principal
Dr. Barbara Wills, Vice President, TSC
SUBJECT: Human Resource Report

Item Description

This item requests approval for personnel actions.

Overview and Background

The District Office brings forth a request to approve appointments, separations and outside employment. This item also provides a list of teachers who are teaching in a subject other than the areas listed on their Florida teaching certificate.

Funding/Financial Implications

This item is funded by the 2025 – 2026 Operating Budget.

Past Actions by the Board

None

Recommended Action

Approve as presented.

Original Appointments

Name	Position	Department	Effective Date	
Robin Oliveri	Principal, Tallahassee Collegiate Academy	Tallahassee Collegiate Academy	July 9, 2025	
Sherrhonda Faison	Assistant Principal	Tallahassee Collegiate Academy	July 15, 2025	
LaNandra Watkins	Dean of Students	Tallahassee Collegiate Academy	July 25, 2025	

Seeking to Hold Political Office Requests (All Employees)

Name	Position	Department	Effective Date	Prior Position
Pablo Perez de Alejo	Teacher		August 11, 2025	

Drop Retiree Participants (All Employees)

Name	Position	Department	Enrollment Date	End Period
None to Report				

Separations

Name	Position	Department	Effective Date	Separation Type
Mary Lambert	Bookkeeper	Tallahassee Collegiate Academy	June 5, 2025	Resigned
Jessica Chapman	Principal	Tallahassee Collegiate Academy	June 30, 2025	Resigned
Matthew Gregory	Dean of Students	Tallahassee Collegiate Academy	July 1, 2025	Resigned
Patricia Pagozalski	Assistant Principal	Tallahassee Collegiate Academy	July 8, 2025	Resigned

Outside Employment Requests (All Employees)

Name	Position	Department	Employer	Position
None to Report				

Teachers Teaching Out of Field

Name	Current Certification	Out of Field Assignment		
Christy Bailey	Chemistry	Biology		
Julie Perry	Computer Science, English, Elementary Ed, ESE, Reading Endorsed, ESOL Endorsed	Physical Science and Robotics		

Personnel Changes (Promotions, Demotions - All Employees)

Name	Position	Department	Effective Date	Prior Position
None to Report				



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M E M O R A N D U M

TO: Governing Board for Tallahassee Collegiate Academy

FROM: Dr. Robin Oliveri, Principal

SUBJECT: Enrollment Update

Item Description

This item provides an update on enrollment numbers for 2025-2026.

Overview and Background

TCA currently has 338 students enrolled as follows: 9th graders = 99, 10th graders = 114, 11th graders = 88 and 12th graders = 37.

The school planned for 350 students and continues to review applications and enroll students from the waitlist as appropriate.

Funding/ Financial Implications

None

Past Actions by the Board

None

Recommended Action

None



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M E M O R A N D U M

TO: Governing Board for Tallahassee Collegiate Academy

FROM: Dr. Robin Oliveri, Principal

SUBJECT: Academic Update

Item Description

This item provides an update on the school's academic performance as it relates to dual enrollment for Fall 2025.

Overview and Background

TCA currently has 85 students who are dual enrolled for Fall 2025. Students who are not eligible for dual enrollment will continue to receive academic coaching to prepare them for dual enrollment.

Additionally, TCA has revised the academic schedule to move from a full block schedule where students only completed 6 classes towards high school graduation to a modified block schedule. With the revised schedule, TCA students attend their classes everyday and they will now accumulate 8 classes towards high school graduation. The revised academic schedule provides for higher engagement and improved attendance.

Funding/ Financial Implications

None

Past Actions by the Board

None

Recommended Action

None



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M E M O R A N D U M

TO: Governing Board for Tallahassee Collegiate Academy
FROM: Dr. Robin Oliveri, Principal
Dr. Barbara Wills, Vice President, TSC
SUBJECT: Budget Report

Item Description

This item provides an update on the TCA Budget.

Overview and Background

In accordance with Florida Statute 1002.33(9) the governing board of the charter school shall annually adopt and maintain an operating budget. The LEA and School monitors the operating fund activity to ensure approved budget limits are maintained. This form is provided in accordance with Statute, which requires charter schools to provide annual financial report and program cost report information in the state-required formats for reporting.

The 25-26 budget is based on an enrollment of 357 students and using the Florida Department of Education revenue generating formula for charter schools. The budget maintains a 5% contingency and a balanced budget.

The TCA Finance Committee did meet this month.

Funding/ Financial Implications

None

Past Actions by the Board

None

Recommended Action

Presented as an information item only.

TALLAHASSEE COLLEGIATE ACADEMY BUDGET REPORT 2025-26
THROUGH July 31 2025

FY26 Revenue	MONTH ACTUAL	MONTH BUDGET	YTD ACTUAL	YTD BUDGET	% of YTD BUDGET
July	\$ 257,806.00	\$ 257,907.92	\$ 257,806.00	\$ 257,907.92	100
August	\$ -	\$ 257,907.92	\$ 257,806.00	\$ 515,815.83	50
September	\$ -	\$ 257,907.92	\$ 257,806.00	\$ 773,723.75	33
October	\$ -	\$ 257,907.92	\$ 257,806.00	\$ 1,031,631.67	25
November	\$ -	\$ 257,907.92	\$ 257,806.00	\$ 1,289,539.58	20
December	\$ -	\$ 257,907.92	\$ 257,806.00	\$ 1,547,447.50	17
January	\$ -	\$ 257,907.92	\$ 257,806.00	\$ 1,805,355.42	14
February	\$ -	\$ 257,907.92	\$ 257,806.00	\$ 2,063,263.33	12
March	\$ -	\$ 257,907.92	\$ 257,806.00	\$ 2,321,171.25	11
April	\$ -	\$ 257,907.92	\$ 257,806.00	\$ 2,579,079.17	10
May	\$ -	\$ 257,907.92	\$ 257,806.00	\$ 2,836,987.08	9
June	\$ -	\$ 257,907.92	\$ 257,806.00	\$ 3,094,895.00	8

FY26 Expenditures	MONTH ACTUAL	MONTH BUDGET	YTD ACTUAL	YTD BUDGET	% of YTD BUDGET
July	211,214.53	\$ 193,115.09	\$ 211,214.53	\$ 193,115.09	109
August		\$ 193,115.09	\$ 211,214.53	\$ 386,230.17	55
September		\$ 193,115.09	\$ 211,214.53	\$ 579,345.26	36
October		\$ 193,115.09	\$ 211,214.53	\$ 772,460.34	27
November		\$ 193,115.09	\$ 211,214.53	\$ 965,575.43	22
December		\$ 193,115.09	\$ 211,214.53	\$ 1,158,690.52	18
January		\$ 193,115.09	\$ 211,214.53	\$ 1,351,805.60	16
February		\$ 193,115.09	\$ 211,214.53	\$ 1,544,920.69	14
March		\$ 193,115.09	\$ 211,214.53	\$ 1,738,035.77	12
April		\$ 193,115.09	\$ 211,214.53	\$ 1,931,150.86	11
May		\$ 193,115.09	\$ 211,214.53	\$ 2,124,265.94	10
June		\$ 193,115.09	\$ 211,214.53	\$ 2,317,381.03	9



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August 18, 2025

M E M O R A N D U M

TO: Governing Board for Tallahassee Collegiate Academy
FROM: Dr. Robin Oliveri, Principal
Dr. Barbara Wills, Vice President, TSC
SUBJECT: Salary Schedule for 2025-2026

Item Description

This item requests Board approval of revisions to the Salary Schedule, including updates to position titles and new positions as required for school operations.

Overview and Background

The District Office brings forth a request to approve the annual salary schedule for 2025-2026.

Funding/Financial Implications

This item is funded by the 2025 – 2026 Operating Budget.

Past Actions by the Board

None

Recommended Action

Approve as presented.



TALLAHASSEE COLLEGIATE ACADEMY SCHOOL

ANNUAL SALARY SCHEDULE

2025 - 2026

Table of Contents

INTRODUCTION	3
PURPOSE	3
WEBSITE	3
GENERAL PROVISIONS	4
ORIGINAL APPOINTMENTS AND STARTING SALARY DETERMINATIONS	5
EDUCATIONAL ATTAINMENT/DEGREE CHANGE	6
RECLASSIFICATION/ORGANIZATIONAL CHANGES	7
INSTRUCTOR STARTING SALARY MATRIX	7
APPENDIX A	9
APPENDIX B	10

INTRODUCTION

This Salary Schedule is established annually and presented to the Governing Board (“Board”) of Tallahassee Collegiate Academy School (“TCA”) for approval. The Salary Schedule is developed and presented to the Board by the Governing Board of Tallahassee State College (“District”).

Once adopted, this Salary Schedule becomes the sole instrument used to determine employee compensation and supersedes all rules, handbooks and other policies. The Salary Schedule is not intended to create and/or be interpreted as a contract of employment, nor does the Salary Schedule give employees the right to or an expectancy of continued employment.

PURPOSE

This Salary Schedule is designed to meet the following objectives:

- Ensure compensation actions are administered in a manner to comply with state and federal legal requirements;
- Enhance TCA’s ability to attract and retain qualified faculty and staff;
- Ensure fair treatment of employees through internal consistency;
- Provide a clear and concise reference for fair compensation decisions;
- Serve as a guide regarding employee salaries so that the compensation structure remains responsive to changes in the marketplace, the organization and funding availability.

WEBSITE

This Salary Schedule may be viewed online at:

GENERAL PROVISIONS

Effective Date

August 1, 2025

Budgeted Personnel Costs

The budget for salaries and benefits is approved annually by the Board as a major component of the School's Operating Budget. The budgeted costs are based on the annual amount required for each authorized position filled or to be filled. Throughout the year, District leadership is responsible for maintaining the salary budget.

Salaries

Salaries established for positions are based on 1.0 full time equivalent (FTE) unless otherwise noted. Salaries are adjusted for .50 or .75 FTE positions and eligible benefits are prorated as indicated in the School's policy manual.

Salary Increases/Changes in Salary

Salary increases will be determined as part of the annual planning and budgeting process. Recommendations for salary increases or changes in salaries are submitted by the District to the Governing Board for approval. Salary increases are contingent on availability of funding and are largely dependent upon the allocation of state funds and the School's budget priorities.

To be eligible for a salary increase, an employee must be a regularly established position, in good standing and not on a performance improvement plan.

Probationary employees are not eligible for salary increases until the first of the following month after non-probationary status is obtained.

Pay Dates

All School employees shall be paid on a monthly basis. Pay dates for all employees shall be the last business day (Monday - Friday) of each month, unless otherwise established by the District.

If an error has been noted in regard to wages, compensation, initial or promotional placement and is discovered, the wages of that employee will be adjusted accordingly. In the case of underpayment, the employee's pay rate will be adjusted in the present year. In the event of overpayment, the District will collect all monies owed via payroll deduction or through the School's collection process for former employees. If necessary, the School may utilize a third-party collection agency to collect funds from former employees and any applicable collection fees would be assessed to the former employee's outstanding balance.

Addition of Positions and Job Classifications

Additional job titles, job descriptions and classifications may be developed as needed based upon the recommendation of the Principal and District. It is not necessary for the Governing Board to approve new job titles, job descriptions and classifications.

Wireless Allowance Plans

Approved requests for wireless allowance plans may be made at any time during the fiscal year in Workday. Plans are determined on a year-to-year basis and may be rescinded and/or modified by School leadership and/or District. This allowance does not constitute an increase to base pay and will not be included in the calculation of percentage increases to base pay. It also is not considered reportable wages for retirement plans. It will be counted as earned income for W-2 purposes.

Terminal Pay

Terminal Pay should be calculated and determined in accordance with School and/or District Policy.

Faculty

These positions are officially designated by the Governing Board as instructional. The primary and predominant activities of such positions involve direct instruction. These positions are considered exempt positions under the Fair Labor Standards Act. This also includes Guidance Counselors. These positions are on a 9 – month contract, August through May.

Administrators

The primary duties of these positions is to ensure the effective operation, academic success, and compliance of the School. These positions are Principal, Assistant Principal and Dean of Students. These positions are on a 12 – month contract, July – June.

Time Limited

The School may request from the District approval to create time limited roles with TCA. Time Limited positions are restricted to serve no more than ten (10) months during the School's fiscal year and benefit restrictions are also associated with this class. These positions may be designated as exempt or non-exempt under FLSA standards and must be approved by the District.

Time Limited Positions include:

- Other Personal Services (OPS)
- Professional Service Contracts (PSC)

ORIGINAL APPOINTMENTS AND STARTING SALARY DETERMINATIONS

Recommendations for original appointments and starting salaries are made to the District through Human Resources. Formal offers of employment are made by Human Resources, subject to approval from the Governing Board, and in accordance with all applicable laws, rules, and policies.

When the desired effective date of an appointment predates the next regularly scheduled Governing Board meeting, the District is authorized to tentatively approve the appointment. Final authorization is subject to approval from the Governing Board through an agenda item.

Administrator - The starting salary for persons selected for an Administrator position shall be determined by the District on the recommendation of the Vice President of Academic Affairs in conjunction with Human Resources. Consideration shall be given to the applicant's

academic credentials, number of years of qualifying professional work experience, professional licensure/certification or other factors that may be pertinent to the position.

Faculty – Full time faculty compensation are in accordance with the Instructor Starting Salary Matrix listed below.

Classified Staff – The starting salary for other positions within the School are made in accordance with District policies.

Verification of Experience and Education

Previous work-related experience considered in the starting salary determination must be verified by the previous employer(s) on letterhead or on a form provided by the District. Proper verification shall be submitted to Human Resources prior to the employee's appointment and shall include the dates of employment, job title, hours worked weekly, and an authorizing signature.

If verification of previous work-related experience or education is not received by Human Resources prior to hiring, the employment offer may be rescinded.

Starting salary will be determined by employment verifications received at the time of hire.

Transcripts/Certificates/Licensures

For all positions, copies of transcripts, certificates or licenses are required prior to hiring approval and official transcripts are required within thirty (30) days of hire date. If an individual fails to provide an official transcript to Human Resources within 30 days of their original appointment, the employee may cease to receive compensation, and necessary action may be taken to terminate the employee.

EDUCATIONAL ATTAINMENT/DEGREE CHANGE

A non-probationary employee who obtains a higher-level degree after being employed beyond the minimum degree required for their position from a regionally accredited institution, shall be eligible to receive a 2% salary increase to their base pay. Provided funds are available in the budget, the salary increase shall be effective the first month following receipt of the official transcript or license by Human Resources. It is the employee's responsibility to submit the official transcript or license to Human Resources.

Official transcripts or licenses shall be placed in the employee's personnel file in Human Resources.

TEMPORARY ASSIGNMENTS

Upon recommendation by the Principal and District, employees may be given a temporary work assignment which encompasses duties and responsibilities of a different and advanced nature for a specified, limited period of time. After working two weeks (10 consecutive business days), an employee may be given a pay supplement of up to ten percent (10%) with the approval from the Vice President of Academic Affairs and Human Resources. Temporary assignments may be rescinded at any time and do not constitute a promotion. During this

limited period of assignment, this pay supplement will not be added to the employee's base pay and will not be included in the calculation of percentage increases to base pay. It also is not considered reportable wages for retirement plans. It will be counted as earned income for W-2 purposes.

RECLASSIFICATION/ORGANIZATIONAL CHANGES

When a position is reclassified to a higher or lower salary level or grade, adjustments to salary may be handled in the same manner as a promotion or demotion. Departmental or institutional reorganizations may be recommended and submitted for consideration during the budget process each year. Exceptions to this rule will be determined by the District Director of Human Resources and Vice President of Administrative Services & Chief Business Officer. Requests for reclassifications shall be made using the Request for Reclassification form as provided by Human Resources.

INSTRUCTOR STARTING SALARY MATRIX

- 1. Years of Experience and Salary:** Faculty hired on a full-time basis shall be determined by the verified years of experience. Base pay is determined by a standardized scale, with salaries increasing in \$1,000 increments per year of experience, up to four years.

Years of Experience	Salary
0	\$52,000
1	\$53,000
2	\$54,000
3	\$55,000
4	\$56,000

Faculty members hired with additional support experience may receive additional compensation added to their base salary as an incentive. These salary additives are awarded for certifications, endorsements, and leadership roles that enhance teaching expertise. The amounts listed below are awarded on top of the employee's salary.

Support Area	Salary Additives
FDOE ESOL Certification	\$500
Reading Endorsed	\$500

Gifted Endorsed	\$500
15+ Years of Experience	\$1,000
Lead (Administrator Duties)	\$1,000

- 2. Additional Instructional Responsibilities:** Faculty assigned additional instructional responsibilities such as teaching an additional class will receive \$3,000 per semester paid in equal monthly installments.
- 3. Additional Non-Instructional Responsibilities:** Faculty assigned additional non-instructional responsibilities such as club and program sponsors will receive \$500 per semester paid at the end of each semester. The club must be approved by the Principal in collaboration with the District. Non-instructional duties are limited to a maximum of two assignments.
- 4. Development of Curriculum and Instructional Materials:** Faculty assigned additional responsibilities such as the development of curriculum and/or special projects will receive \$1000 per semester paid at the end of each semester.

The School may also utilize Professional Services Contracts to assign specific responsibilities to faculty and staff during the summer or as needed. These assignments are temporary and are in addition to the employee's regular duties and responsibilities. The rates are determined based on the assignment and the duration of the assignment.

Other Personal Services (OPS)

Hourly employees are hired to fill temporary positions created to accomplish a specific task within a specific time. These employees work on an "as needed" or "available funds" basis and are compensated on an "hours worked" basis only. An hourly employee does not serve on a contractual basis nor does the authorization form for hire constitute a contract. Hourly employees are classified as Other Personal Services (OPS), including Substitute Teachers, Tutors and other personnel. These employees are non-exempt and covered under the overtime provisions of the FLSA and may work no more than 25 hours a week.

Employees in this category will be subject to the Federal Medicare tax and will be required to contribute to the Alternate FICA Plan. After employees work a minimum of 2,080 hours, they are subject to combined FICA and Medicare taxes, as mandated by state and federal law, and are eligible for employer contributions in the Florida Retirement System (FRS).

APPENDIX A
TALLAHASSEE COLLEGIATE ACADEMY SCHOOL
POSITION TITLES

Administrator Positions

Position Title	FLSA Status	Pay Grade	Base
Assistant Principal	Exempt	119	\$80,318.51
Dean of Students	Exempt	117	\$69,180.45
Principal	Exempt	121	\$94,976.64

Classified Staff Positions

Position Title	FLSA Status	Pay Grade	Base
Academic Coordinator	Non-Exempt	108	\$45,435.74
Administrative Coordinator	Non-Exempt	108	\$45,435.74
Administrative Assistant	Non-Exempt	103	\$35,857.83

Faculty Positions

Position Title
Teacher
Guidance Counselor

APPENDIX B
TIMESHEET REPORTING PERIODS FOR
NON-EXEMPT CLASSIFIED STAFF AND OPS

Start Date	End Date	Time & Attendance Lock Out Dates	Pay Date
July 20, 2025	August 16, 2025	August 18, 2025	Friday, August 29, 2025
August 17, 2025	September 20, 2025	September 22, 2025	Tuesday, September 30, 2025
September 21, 2025	October 18, 2025	October 20, 2025	Friday, October 31, 2025
October 19, 2025	November 15, 2025	November 17, 2025	Friday, November 28, 2025
November 16, 2025	December 6, 2025	December 8, 2025	Wednesday, December 31, 2025
December 7, 2025	January 10, 2026	January 13, 2026	Friday, January 30, 2026
January 11, 2026	February 14, 2026	February 17, 2026	Friday, February 27, 2026
February 15, 2026	March 14, 2026	March 24, 2026	Tuesday, March 31, 2026
March 15, 2026	April 18, 2026	April 21, 2026	Thursday, April 30, 2026
April 19, 2026	May 16, 2026	May 19, 2026	Friday, May 29, 2026
May 17, 2026	June 13, 2026	June 16, 2026	Tuesday, June 30, 2026



444 Appleyard Drive
Tallahassee, Florida 32304-2895
850.5046300 | www.tca.fl.edu

August 18, 2025

M E M O R A N D U M

TO: Governing Board for Tallahassee Collegiate Academy

FROM: Dr. Robin Oliveri, Principal

SUBJECT: Upcoming Events Report

Item Description

This item details the upcoming events at Tallahassee Collegiate Academy for the summer term.

Overview and Background

August 18 at 5:30 pm	Dual Enrollment Orientation
September 3 at 6:00 pm	Senior Meeting
September 10 at 6:30 am	Senior Sunrise Breakfast
September 23 at 6:00 pm	TCA Open House

Funding/ Financial Implications

None

Past Actions by the Board

None

Recommended Action

None