



TALLAHASSEE  
**COLLEGIATE  
ACADEMY**

## **Governing Board Meeting**

**Monday, April 15, 2024 6:00PM**

**TCC Fine & Performing Arts Center – Room 104**

### **VISION**

*Tallahassee Collegiate Academy graduates will be lifelong learners and contributors to society through STEM careers and continued education.*

### **MISSION**

*Tallahassee Collegiate Academy will prepare a diverse population of students for high-demand, high wage positions through rigorous coursework leading to an associate degree in a science, technology, engineering, or mathematics (STEM) field concurrent with a high school diploma.*

### **Agenda**

- 1. Call to Order**
- 2. Approval of Minutes from March Meeting**
- 3. Board Member Opening Comments**
- 4. New Business**
  - a. Principal's Report
    - i. A TCA Parent Experience
    - ii. Celebrating Qualified Dual-Enrollment students
  - b. Enrollment Update
  - c. Academic Update
  - d. Safety & Security Update
- 5. Items for Consideration**
  - a. Audit Selection Committee
  - b. Fiscal Year 2024-2025 Budget
  - c. TCA Governing Board Meeting Dates
- 6. Announcements**
  - a. Upcoming Events Report
- 7. Public Comment**
- 8. Adjourn**

***Next Meeting: Monday, May 20, 2024***

**Minutes**  
**Tallahassee Collegiate Academy**  
**Charter School Office**  
**444 Appleyard Drive**  
**Tallahassee, FL 32304**  
**Monday, March 18, 2024**

**Board Meeting**

On March 18, 2024, the Tallahassee Collegiate Academy (TCA) Board of Trustees meeting was called to order by Trustee Karen Moore at 6:00 p.m.

**Members Present:** Board Chair Moore, Trustees Clark, Pople, and Taylor.

**Absent:** None

**Via Phone/Zoom:** None

**Others Present:** Jessica Chapman, Patricia Pagozalski, Matthew Gregory, Calandra Stringer, Barbara Wills, Melanie Larson, Jason McCandless, Brandi Faison, and the members of the TCA Robotics team.

**COMMENTS:**

- i. **Board Chair** – Trustee Moore proposed to the Board that item 5b is tabled for the following Board meeting, and requested Principal Chapman holds a short workshop detailing roles and responsibilities, as well as models’ other institutions are using, regarding item 5b “Elect Hearing Officer for Discipline Processes”. Trustee Moore recognized Dr. Stringer and Trustee Clark for their recent accomplishments within the community.
- ii. **Board Members-** Trustee Pople commented he was very excited to hear from the TCA Robotics team. Trustee Moore commended the TCA Robotics team for all their achievements, commitment, and passion for success.

**APPROVAL OF MINUTES**

1. March 18, 2024

Requested Board approve February board meeting minutes as presented.

**MOTION:** Trustee Pople **SECOND:** Trustee Taylor

Motion passed unanimously.

**NEW BUSINESS**

**a. Principal’s Report**

Principal Chapman introduced Brandi Faison, TCA teacher and Robotics team sponsor, as well as the members of the TCA Robotics team. The Robotics team recently competed in the Tallahassee Regional competition, and each member of the team shared their name and what their role was in the competition, as well as their experience.

Principal Chapman gave an overview of STEM Immersion Week that took place from March 4<sup>th</sup> to March 8<sup>th</sup> and showcased employees of the STEM workforce, to expose students to a variety of work fields. TCA students also attended a presentation on the new degree pathways offered by TCC.

Principal Chapman introduced Jason McCandless, the COO of Career Source Florida, who shared his experience of their recent tour of TCA.

For information only, no Board action required.

**b. Enrollment Update**

Update provided by Principal Chapman. At the time of the memorandum, there were 146 students enrolled.

For information only, no Board action required.

**c. Academic Update**

Update provided by Principal Chapman. The update outlined the progress on the specific dual enrollment goal, which was identifying and providing targeted academic help for those students who need additional support to participate in TCC's dual enrollment program. Data has reflected that TCA has exceeded their goal, by increasing the number of students dual enrolled from 11 students in Fall 2023 to 26 students in Spring 2024, with 59 students currently qualified to dual enroll.

For information only, no Board action required.

**d. Budget Update**

Update provided by Principal Chapman. An update on the TCA budget was provided; a summary of revenues and expenses as of February 29<sup>th</sup>, 2024 was provided. Principal Chapman proposed voting on the budget created for the 2024-2025 school year at April's board meeting.

For information only, no Board action required.

**ITEMS FOR CONSIDERATION**

**a. Policy Review Public Notice**

Principal Chapman requested Board approval to move into policy review and publish review and development of current policies based on legislative changes affecting K-12 schools.

**MOTION:** Trustee Taylor                      **SECOND:** Trustee Clark

Motion passed unanimously.

**b. Elect Hearing Officer for Discipline Processes**

This item was tabled until the following Board meeting.

**ANNOUNCEMENTS**

**a. Upcoming Events Report**

Principal Chapman provided upcoming events for the months of March and April.

**PUBLIC COMMENTS**

None

**NEXT MEETING DATE**

April 15, 2024 at 6:00 p.m.

Location: **TCC Main Campus**

**ADJOURNMENT**

Chair Moore adjourned at 7:12 p.m.

Minutes approved at the business meeting of the Board of Trustees on March 18, 2024.

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**Karen Moore**  
Chair

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**Jim Murdaugh, Ph.D.**  
President/Superintende



April 15, 2024

**M E M O R A N D U M**

**TO:** Governing Board for Tallahassee Collegiate Academy

**FROM:** Jessica Chapman, Principal

**SUBJECT:** Enrollment Update

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**Item Description**

This item provides an overview of the current enrollment numbers for the 2023-2024 school year, and updates on future enrollment numbers for 2024-2025.

**Overview and Background**

TCA has 147 students currently enrolled.

On March 1<sup>st</sup>, we sent acceptance letters to all of our incoming students and currently all 125 seats are filled for next year. We have 18 students on our waiting list.

We are also working on re-enrollment for next year; surveying our current families to find out who will be returning to TCA next year, and gathering necessary re-enrollment paperwork.

We currently have 266 students confirmed for enrollment for next year, with a goal of 275. Those not confirmed have verbally confirmed and are still working on gathering paperwork to formally complete the enrollment process.

**Funding/ Financial Implications**

The proposed budget for 2024-2025 is based on 275 students. This information item provides clarity that we have a solid number for next year.

**Past Actions by the Board**

None

**Recommended Action**

Presented as an information item only.



April 15, 2024

**M E M O R A N D U M**

**TO:** Governing Board for Tallahassee Collegiate Academy

**FROM:** Jessica Chapman, Principal

**SUBJECT:** Academic Update

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**Item Description**

This item provides an update regarding our academic goals and the extra support initiatives provided to students during final preparations for state standardized testing.

**Overview and Background**

During this time of year we are reviewing and preparing heavily for end of course exams and state standardized testing. Our primary academic goals remain focused on student achievement and growth. Recognizing that some students require additional assistance, we have implemented targeted support programs.

Several Saturdays are dedicated to providing additional support for students who demonstrate a need for personalized assistance. These sessions focus on addressing specific learning gaps tailored to the individual student and preparation for state testing.

We have extended tutoring sessions offered after school for our students on select dates in select subject areas. Students are invited to these by invitation, and parents have been informed for those that we strongly recommend tutoring.

**Saturday Support Sessions:**

- 4/13 Biology ECO Saturday Bootcamp
- 4/27 Biology EOC Saturday Bootcamp
- 5/18 US History EOC Saturday Bootcamp

**Extended Tutoring Sessions:**

- Biology Extended Tutoring: 4/18, 4/25, 5/2
- Algebra Extended Tutoring: 4/16, 4/18, 4/23, 4/25, 4/30, 5/2
- Geometry Extended Tutoring: 4/16, 4/18, 4/23, 4/25, 4/30, 5/2
- US History Extended Tutoring: 4/16, 4/23, 4/30, 5/7, 5/14

Student organized support:

- Sister-to-Sister "Exam Jam" 4/11, 4/25, 5/2, 5/9

State Testing Dates:

- 5/6 Biology EOC
- 5/8 ELA PM3
- 5/15 ALG. & GEO EOC
- 5/21 US History EOC

**Past Actions by the Board**

The board approved the 2023-2024 academic achievement goals during the October board meeting, and has received an academic update at each board meeting thereafter.

**Recommended Action**

Presented as an information item only.



April 15, 2024

**M E M O R A N D U M**

**TO:** Governing Board for Tallahassee Collegiate Academy

**FROM:** Jessica Chapman, Principal

**SUBJECT:** Safety & Security Update

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**Item Description**

This item provides an update on Safety and Security processes and procedures, specifically related to Youth Mental Health First Aid.

**Overview and Background**

Effective November 22, 2022, Rule 6A-1.094120, Florida Administrative Code mandates that at least 80% of school personnel in a school district (including charter schools) must complete the FLDOE approved youth mental health awareness training. This Youth Mental Health First Aid (YMHFA) program helps school personnel identify and understand signs of mental health concerns and substance use disorders. School districts must submit an annual certification to the Department of Education by July 1 each year, confirming compliance with this requirement.

In order to offer the training locally, two individuals must be certified as a trainer. Assistant Principal Patricia Pagozalski possessed the certification upon hire. In January of this year, TCA sent school counselor Quashier Flood to the certification training in order to also become a certified trainer, allowing TCA to conduct training in-house.

Currently, 53% of TCA staff have been trained in Youth Mental Health First Aid. The remaining 47% will be trained on May 1, 2024 at TCA. After the May 1 training has been completed, an updated certification letter will be provided to TCC school district so that they will be able to submit to FLDOE that all TCA staff have complete the training, meeting the 80% threshold requirement.

Attached is the letter sent to TCC School District on April 8, 2024 with updates regarding the status of our staff training and the planned future training dates.

**Funding/ Financial Implications**

None

**Past Actions by the Board**

N/A

**Recommended Action**

Presented as an information item only.





April 8, 2024

RE: Youth Mental Health First Aid Training at Tallahassee Collegiate Academy

Dr. Calandra Stringer,

This letter is to certify the dates of training for Tallahassee Collegiate Academy employees in the area of Youth Mental Health First Aid (YMHFA).

We had one instructor on staff, and we must have two instructors on staff in order to conduct the training in house. As such, we have invested time to send our School Counselor to the instructor training this year, so she is now a certified instructor.

Currently, 53% of TCA staff has been trained in Youth Mental Health First Aid. The remaining 47% will be trained on May 1, 2024 at TCA.

Attached are specific staff names and their training dates. All employees at TCA have job codes that require the training.

Please let me know should you require any additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "JChapman", followed by a long horizontal flourish line.

Jessica Chapman  
Principal  
Tallahassee Collegiate Academy at TCC

Youth Mental Health First Aid Training  
Tallahassee Collegiate Academy Staff

Staff Name	Youth Mental Health First Aid Training Date
Sarah Chapman	7/21/2022
Pablo Perez de Alejo	8/4/2022
Melanie Larson	8/8/2022
Brandi Faison	10/17/2022
Katie Seitzinger	1/24/2023
Allison Tackett	3/20/2023
Bronwen West	5/1/2024
Christy Baldwin	5/1/2024
Javon Williams	5/1/2024
Jessica Chapman	5/1/2024
Marilynn Griffith	5/1/2024
Matt Gregory	5/1/2024
Patricia Pagozalski	1/13/2021 *INSTRUCTOR
Quashier Flood-Strouble	12/14/2023 *INSTRUCTOR
Chiquita Lockwood	5/1/2024

**6A-1.094120 Youth Mental Health Awareness Training and Reporting.**

(1) Purpose. The purpose of this rule is to set forth requirements for training and reporting of Youth Mental Health Awareness Training, pursuant to Section 1012.584(5), F.S.

(2) Definitions. In this rule, the terms have the following meaning:

(a) “Department” means the Department of Education;

(b) “School District” means the Florida Virtual School under Section 1002.37, F.S., the Florida School for the Deaf and the Blind under Section 1002.36, F.S., Developmental Research (Laboratory) Schools under Section 1002.32, F.S., and districts set forth in Article IX, Section 4, of the Florida Constitution;

(c) “School Personnel” means persons who must receive Youth Mental Health Awareness Training in any public school in a School District, including a charter school.

(d) “Youth Mental Health Awareness Training” means programs designed to help school personnel identify and understand signs of emotional disturbance, mental illness and substance abuse disorders and provide school personnel with the skills to assist a person who may be developing or experiencing an emotional, mental health or substance use concern.

(3) Approved Youth Mental Health Awareness Training. The program approved by the Department to provide Youth Mental Health Awareness Training to school personnel is listed at <https://www.fldoe.org/schools/k-12-public-schools/sss/ymhat.stml>. All school personnel identified as set forth in subsection (4) of this rule must receive this training.

(4) Presumptive Identification of School Personnel for Training and Certification.

(a) The Department will provide, by February 1 of each year, a list of job codes or categories from the document entitled “Data Elements – Staff” incorporated in Rule 6A-1.0014, F.A.C., Comprehensive Management Information System, in order to identify the positions that must receive Youth Mental Health Awareness Training. This list will be posted annually at <https://www.fldoe.org/schools/k-12-public-schools/sss/ymhat.stml>.

(b) Unless a School District submits a request to establish another method of identifying school personnel and receives approval from the Department, a School District must use these job codes and categories and the persons who hold these positions as of February 1, when providing the certification required by this rule.

(5) Certification of Training.

(a) The annual certification that at least 80% of school personnel in a School District, including school personnel at charter schools, have completed the approved youth mental health awareness training must be submitted to the Department on the form entitled “Annual Certification of Youth Mental Health Awareness Training,” Form No. YMHA-1 by July 1 of each year. This form, effective December 2022, is incorporated by reference (<http://www.flrules.org/Gateway/reference.asp?No=Ref-14903>) and may be obtained at <https://www.fldoe.org/schools/k-12-public-schools/sss/ymhat.stml>.

(b) This form must be submitted by the superintendent or designee. Instructions to submit this form may be obtained at <https://www.fldoe.org/schools/k-12-public-schools/sss/ymhat.stml>.

(6) Charter Schools. School Districts must implement procedures to include school personnel at charter schools in the School District’s certification. A School District may rely upon a charter school’s certification without independent verification when submitting the School District’s certification of training under subsection (5) of this rule.

*Rulemaking Authority. 1001.02(1), (2)(n) FS. Law Implemented 1012.584 FS. History—New 11-22-22.*



April 15, 2024

## **M E M O R A N D U M**

**TO:** Governing Board for Tallahassee Collegiate Academy

**FROM:** Jessica Chapman, Principal

**SUBJECT:** Audit Committee Selection Committee

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### **Item Description**

This item requests the Governing Board approve membership on the Audit Selection Committee.

### **Overview and Background**

In accordance with Florida Statute 218.391, the governing board of the charter school shall appoint an Audit Selection Committee whose purpose is to establish factors for evaluation of proposals, publicly announce requests for proposals, evaluate proposals and make a recommendation to the governing board. Statute requires that a member of the governing board serve as the chair of the Audit Selection Committee. Statute also prohibits an employee of the school or district from serving on the committee but provides for service in an advisory capacity.

The recommended membership of the Audit Selection Committee is:

- Randy Pople, Chair
- David Clark
- Jim Taylor
- Calandra Stringer (advisory)
- Jessica Chapman (advisory)
- Barbara Wills (advisory)

### **Funding/ Financial Implications**

The cost of the auditor is included in the annual budget.

### **Past Actions by the Board**

None. This is the first Audit Selection Committee for TCA.

**Recommended Action**

Approve membership of the Audit Selection Committee.



444 Appleyard Drive  
Tallahassee, Florida 32304-2895  
850.5046300 | [www.tca.fl.edu](http://www.tca.fl.edu)

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April 15, 2024

**M E M O R A N D U M**

**TO:** Governing Board for Tallahassee Collegiate Academy

**FROM:** Jessica Chapman, Principal

**SUBJECT:** Fiscal Year 2024-25 Budget

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**Item Description**

This item requests the Governing Board approve the budget for fiscal year 2024-25.

**Overview and Background**

In accordance with Florida Statute 1002.33 (9)(h), the governing board of the charter school shall annually adopt and maintain an operating budget.

This budget projects annual revenue of \$2,142,844, based on an enrollment of 275 students and using the Florida Department of Education revenue generating formula for charter schools. The budget maintains a 5% contingency and a balanced budget.

**Funding/ Financial Implications**

This item creates a budget of \$2,142,844.

**Past Actions by the Board**

None. This is the first annual budget for TCA.

**Recommended Action**

Approve the budget as presented.

**Tallahassee Collegiate Academy Proposed Budget FY 2025**

**REVENUE**

Projected Revenue	Based on 275 Student FTE	\$2,142,844.00
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**EXPENDITURES**

<b>PERSONNEL</b>		\$1,368,125.27
<b>OPERATING</b>		\$667,576.53
<b>CONTINGENCY</b>		\$107,142.20
<b>TOTAL EXPENDITURES</b>		\$2,142,844.00

Year End Projected Balance	0
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**Tallahassee Collegiate Academy Proposed Budget FY 2025**

**REVENUE**

Projected Revenue	Based on 275 Student FTE	\$2,142,844.00
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**EXPENDITURES**

TOTAL EXPENDITURES		\$2,142,844.00
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<b>PERSONNEL</b>		
Salary & Benefits		\$1,368,125.27

<b>OPERATING</b>		
Substitute Teachers	10 days per teacher at \$120/day	\$12,000.00
Professional Development	19 employees at \$4,000	\$76,000.00
Student Technology Device Replacement	30% of students/year at \$1000	\$90,000.00
New Student Technology Devices	125 students at \$1000	\$125,000.00
Faculty Technology Device Replacement	10% at \$2000	\$4,000.00
New faculty technology devices	\$2000 each	\$8,000.00
Summer Stipends	6 teachers at \$3000	\$18,000.00
Instructional Materials		\$20,000.00
Lab Equipment		\$15,000.00
Materials & Supplies		\$15,000.00
Additional FFE		\$15,000.00
Copies, Postage		\$1,000.00
Hospitality		\$1,000.00
Communication		\$2,500.00
Legal (as needed)		\$2,500.00
Visitor Aware Subscription		\$300.00
Terminal Four Website Subscription		\$2,211.36
Motorola Solutions		\$1,293.00
Fortinet Software		\$3,045.50
Contract for Services for Student Lunches		\$25,000.00
Project Based Learning Contract		\$15,000.00
ESE Direct Services Contract		\$15,000.00
Other Technology Support		\$12,715.57
FLVS		\$0.00
HR Service Fee (Recruiting, Payroll, Leave, Benefits, EAP, Workers Compensation, Employee Relations, Legal liability).	In accordance with contract, calculated based on 5% of total personnel costs.	\$68,406.26
Indirect Rate for contract management, FTE and data reporting, testing administration, SIS, etc.	In accordance with statute, 5% of FTE up to 250 students.	\$98,176.40



Financial Fee - budgeting, reporting, accounting, purchasing	In accordance with contract, calculated based on 1% of FTE.	\$21,428.44
Operating Subtotal		\$667,576.53

<b>CONTINGENCY</b>	5% Budget Contingency Fund Balance	\$107,142.20
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April 15, 2024

**M E M O R A N D U M**

**TO:** Governing Board for Tallahassee Collegiate Academy

**FROM:** Jessica Chapman, Principal

**SUBJECT:** Addendum to Governing Board Meeting Dates

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**Item Description**

This item requests the approval of an amended Governing Board Meeting Date Calendar.

**Overview and Background**

The original Governing Board Meeting Dates document was approved on April 17, 2023, and amended on August 21<sup>st</sup>, 2023. That calendar went through May. I'm requesting to add Monday, June 17<sup>th</sup> as a TCA Board Meeting date, and request that we do not meet in July.

The TCA Governing Board Meeting Calendar mirrors the TCC Board of Trustees Meeting calendar. The TCC Board of Trustees meeting calendar is voted on during the June meeting for the following year. During the June TCA Board Meeting, the board will vote on dates for the following year.

**Funding/ Financial Implications**

None.

**Past Actions by the Board**

The original Governing Board Meeting calendar was approved on April 17, 2023 and amended on August 21<sup>st</sup>, 2023.

**Recommended Action**

Approve the amended calendar as presented.



TALLAHASSEE  
**COLLEGIATE  
ACADEMY**

## **Governing Board Meeting Dates**

*The Tallahassee Collegiate Academy Governing Board convenes once a month on the third Monday, except on holidays that conflict with this schedule- marked with an asterisk. The meetings take place at 6pm, the location is announced prior to the meeting.*

**Monday, April 17, 2023**

**\*Tuesday, May 23, 2023**

**\*Tuesday, June 20, 2023**

**Monday, July 17, 2023**

**Monday, August 21, 2023**

**Monday, September 18, 2023**

**Monday, October 30, 2023**

**\*Monday, November 27, 2023**

**December- No Meeting**

**\*Tuesday, January 16, 2024**

**Monday, February 19, 2024**

**Monday, March 18, 2024**

**Monday, April 15, 2024**

**Monday, May 20, 2024**

**Request to add: Monday, June 17, 2024**

**Request to add: July – No Meeting**



April 15, 2024

**M E M O R A N D U M**

**TO:** Governing Board for Tallahassee Collegiate Academy

**FROM:** Jessica Chapman, Principal

**SUBJECT:** Upcoming Events Report

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**Item Description**

This item details the upcoming events at Tallahassee Collegiate Academy for the month of April, May and June.

**Overview and Background**

4/13 Biology EOC Saturday Bootcamp  
4/22 Earth Day at TCA  
4/26 Q4 Progress Report Cards  
4/27 Biology EOC Saturday Bootcamp  
5/6 Biology EOC  
5/8 ELA PM3  
5/15 ALG. & GEO EOC  
5/18 US History EOC Saturday Bootcamp  
5/21 US History EOC  
5/27 Memorial Holiday- no school  
5/23-5/24 Final Exams  
5/31 Awards Ceremony at 9:30am, TCC Workforce Development  
6/6 Last Day of school- end of Q4  
6/7 Post Planning Day

**Funding/ Financial Implications**

None

**Past Actions by the Board**

None

**Recommended Action**

This item was presented for informational purposes only.